

# English GURU™

Book-3

GO



Urdu-English



*"Language is just like mother,  
it never discriminates,  
All you need is the correct  
approach.*

*Trust me that learning &  
speaking English is much  
easier than any other  
language."*

*English Guru*

**EG**  
**English GURU**™  
*Your own class room*

Book-3

**GO**



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# English GURU

Book-3



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اس کتاب کا کوئی بھی حصہ ناشر کی اول  
تحریری اجازت سے بغیر جعلی چھاپنا یا  
الکٹرانک آلات سے مکڑ طبع کرنا منع ہے

اس اشیاء (مواد) کے نشر میں حلا تک  
پورا احتیاط برتا ہے پھر بھی چھپائی  
کی غلطیوں کے لئے ناشر جو اندہ نہیں  
ہے۔ لیکن اس بارے میں آپ کے مشورے  
ہمیشہ قبول کرنے کے لئے ہم مشکور  
رہیں گے۔

Friends,

Book three contains somewhat different reading material. There are extracts from books (world best sellers), film clippings, (scripts), stories etc.



I want you to use this material in a different way. Please go through the written text first and try to comprehend (I would say grasp) it. You may narrate these pieces to the members of your family (in English of course!!!) and in your friend circle too.

Everybody, nowadays goes to see English movies once in a while. But the dialogue delivery of the characters, the accents and the pronunciations are far from apprehension. Here is a solution. Go through the excerpt of a script (a part only) in written form in this book and then watch that movie on your video. You will get acquainted gradually with the style and English dialogue delivery. Same is the case with songs. For you the songs lyrics are made available in written form. After reading the lyrics it will be easier for you to understand these songs. Songs are available in the **Go CD**.

There are some short stories to rekindle your soul and open your heart. You can remember them and use in your speech when needed.

Hope you will enjoy reading them.

**English Guru**



# STEP 1

## Fluency Tips Part - I

Researches show that there are factors that block fluency and promote fluency. For proper and systematic training in fluency, one has to identify them. There are techniques based on such researches.

How to master the words, adjectives, phrases, clusters and combinations, is an art which can be learnt through dedicated efforts and regular practice.

Use relevant words only. There are words we frequently come across and we think we are familiar with them. At the same time there are words that we don't come across so frequently but now and then only. We want to use them to impress others during conversation. We have to enter into arguments, debates, sometimes serious discussions, interviews negotiations at one point of time or other, These are the situations where our this ability is tested.

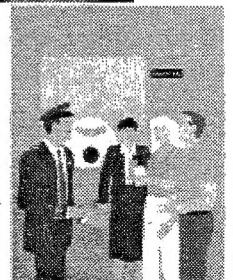
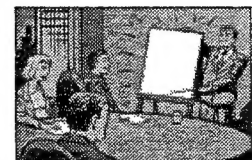
Presentations are also necessary activities for professional and academicians. Even other participants and students in audience have to understand them. That is why a good command on the vocabulary is required to participate in such presentations.

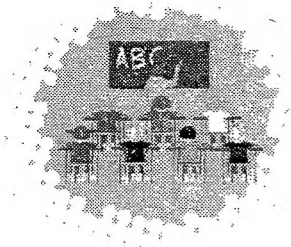
Again, there are words used in everyday situations, which communicate, traditionally accepted meaning.

### For examples :

- Enough is enough.
- Come what may.
- Forget it.
- Guess what !!!
- How do you do?
- Pleased to meet you.
- It was a pleasure (and so on).

My suggestion, try to list out such words you generally use most frequently and use them in your day to day conversations. Such sort of conscious effort and regular practice will help you in understanding the true spirit of these words. Later on synonyms and antonyms of such words will automatically come in your practice.



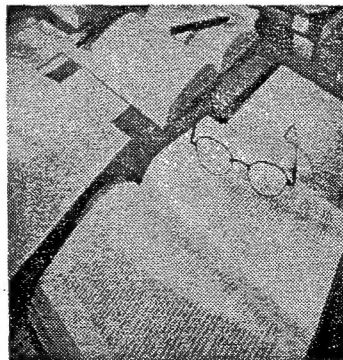


## ADJECTIVES

Use of adjectives is equally important for everyone trying to improve his spoken as well as written English. But use of proper adjectives is a problem. Here are some examples where we generally commit a mistake in using adjectives. Remember, mostly we commit mistakes in the use of English language because we tend to think in our mother tongue first and then we try to translate it verbatim (i.e. word by word).

Incorrect Adjective	Correct Adjective
1. amicable advice	friendly advice
2. heavy depression	deep depression
3. heavy wind	strong wind
4. hot hospitality	warm hospitality
5. merry birthday	happy birthday
6. powerful tea	strong tea
7. spoken contract	oral contract
8. strong motor bike	powerful motor bike
9. strong cold	heavy cold
10. strong smoker	heavy smoker
11. mild coffee	Weak coffee
12. Light fever	mild fever

The **combination of adjectives with nouns** has been accepted on the basis of long use and frequent practice. This list should be used by paying focused attention on 5 to 7 adjective combinations everyday and deliberate use of them in your routine conversation.



## STEP 2

### Fluency Tips Part- II

**Friends,**

As we have discussed in Fluency Tips Part – I, factors affecting fluency have to be dealt with care. Here are some more tips to help you improve your skill of communicating in English more fluently.

#### COMBINATIONS

One very important point for the learners of fluency in spoken English is, difference in well composed piece of written text and a live conversation. The vocabulary items are obviously different in both the situations i.e. while writing and while interacting or talking in a free atmosphere. This must be borne in mind.

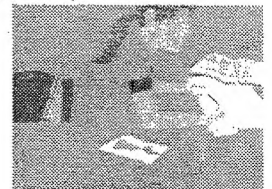
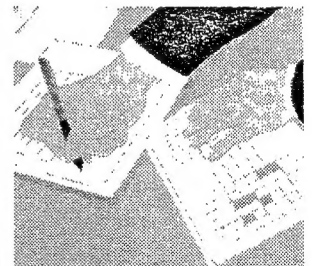
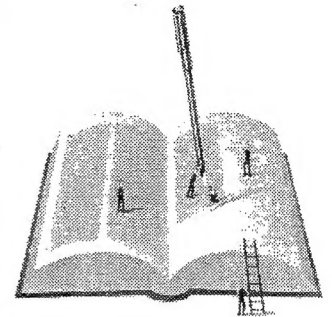
A researcher says a piece of writing is an object, you can see and touch. But speech isn't something you can see or touch, speech is simply a process, a series of actions mental and oral both. It is a happening, a transitory event.

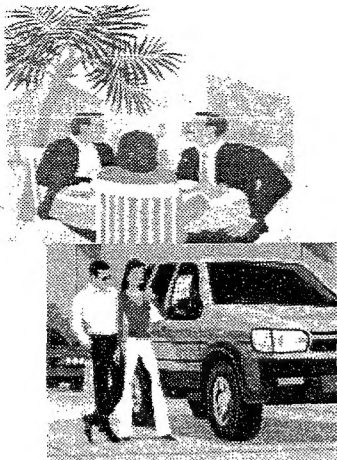
You should have a **large number of readily built groups of words** to express your ideas in a spontaneous discussions or interaction or even in giving dictations.

**Like**

- As a matter of fact.
- Carry out an investigation.
- Make a contribution to.
- I have mixed feeling about this person.
- Take into consideration.
- Trace the development of this project.
- Do all that is humbly possible.
- Please concentrate your attention on this topic.
- A few years back.
- One of strengths is his workaholic nature.

Another important point is '**verb and noun**' combination in speech: Generally, use of verb is more frequent in a live conversation. For example, in conversation "I think, the manager can handle the crises efficiently". While in writing it would come out to be as the manager had the efficiency of





handling the crises. At the same time short and simple sentences are more useful in conversation instead of complex sentences.

### WORD CLUSTERS

Individual words cannot help you speak and write good English. They are not independent units. Every word can convey the desired meaning in company or group of other suitable words only. Without the support of other proper words, no single word can help you in communication of your ideas. So one more important tip for the learner is **practice words in clusters.**

Furthermore, in order to achieve the target of fluency in spoken English you have to start **building your vocabulary.** As we have already discussed in conversation, verbs play an important role. Verb is the soul and spirit of a clause or a sentence. A verb stands for the idea. A good command on **word groups formed by verbs** is a successful way of fluent conversations.

### PHRASES

All the native English speakers have one thing in common. They all use word groups or clusters of words in speaking. Apart from **collocations** (i.e. word groups containing proper adjectives) **idioms** and **combinations** (of noun and verbs), **phrases** are used by all persons to communicate in English fluently.

A sequence of words expressing an idea with clear meaning is called a phrase.

#### For example

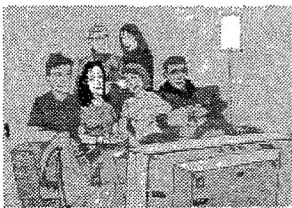
- at lunch
- by car
- on TV etc.

If you have a good command over the word groups, you may not be required to compose new sentences every time you speak. They will automatically flow from your mouth as readily assembled or composed.

Simultaneously **use of idiomatic English** is also an effective way to use English fluently. Idiomatic English means English that contains natural expressions used by native speakers of English.

Idiom is a group of words with a particular and specific meaning. Below are a few examples of commonly used idioms-

- Absent without leave
- Almost every person
- Any body else
- An area of expertise
- Left to bleed to death.
- A well balanced diet etc.
- Acquire a taste
- The answer is no.
- An area for improvement
- An area of interest
- On the spur of the moment



## STEP 3

### Barriers in Fluency

Do you speak to express your ideas and feelings? Perhaps not. You speak to build sentence grammatically. Written English is your concern and not the idea itself.

The only thing to remember is speak idea wise, not sentence wise.

Loud reading is necessary for practicing fluency. Repeated practice will train your brain and you will unknowingly start speaking these sentences to express your ideas.

Classics of English literature are not so helpful in learning conversational and everyday English. Ordinary novels are really useful. Jokes, romantic stories, comics are really good for beginners.

Books by Erie Staneley Grandner, James Hadley Chase, may expose you to modern English used now.

There is a funny incident narrated by one of the persons who went to England for the first time. When he came back he told the children of the family. **"Do you know, even a child of 4 years speaks English fluently in United Kingdom."**

Learners, for whom English is a foreign language, always hesitate in expressing themselves in English. The reason is, they did not have the opportunity to learn English as mother tongue or as first language in natural way. They started learning English through written form only. Does a child learn his or her mother tongue like that?

#### Units or pieces of ideas

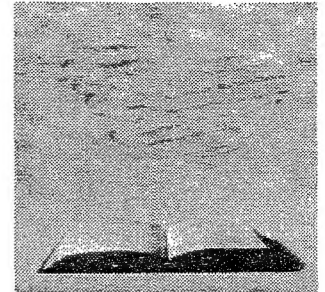
"He unlocked the front door and he went in and he said I will be back in a minute and he went upstairs so I remained in the hall."

A child in his native language if it is English will always speak like:

- Give it to me
- I don't want it
- pick me up

The child did not learn these sentences word by word. So is the case with you when you speak in your mother tongue.

Natural speech comes out in "word groups" ideas wise; in ready to assemble units in live conversation you need not tell context in words.



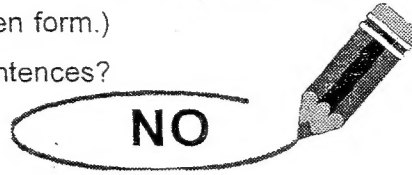


**In speech you say :**

I like him, hardworking, polite always careful.

You don't say, I like him because he is hardworking. He is polite and careful also. (as we do in written form.)

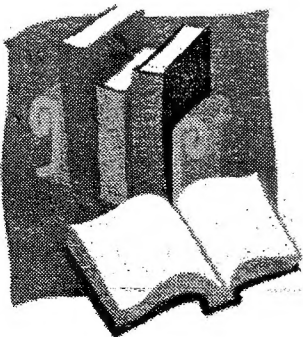
Should we speak in sentences?

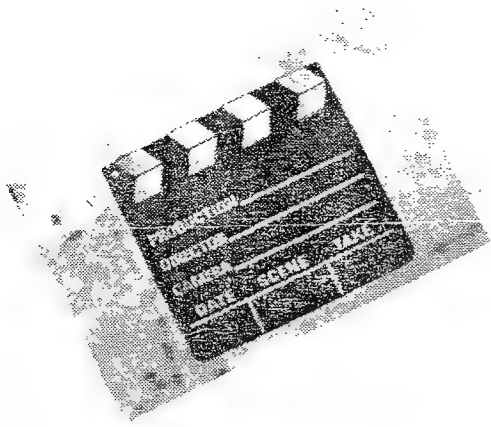


The chief reason is

*Firstly*, Spontaneous speech is delivered in a different atmosphere. So it can not be so planned and fabricated.

*Secondly*, You can't use long, complex sentences in oral speech.

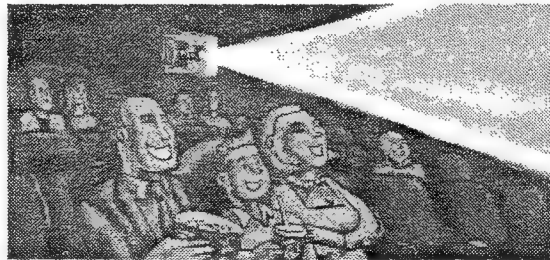




Friends,

Who does not like watching English movies? But sometimes we realize that it gets very hard for people like us, for whom English is a second language to follow the film in its entirety. The biggest problem that we encounter in such situations is understanding the accent.

In this exercise, we have picked few popular English films and given you the dialogues from an extract of the movie. We would encourage you to rent these videos and watch them. With the written script in your hand for the scene, it will become way more easy for you to get a better understanding of the accent. After tallying one such extract, you will start noticing the pronunciations of words and vowels in different types of English accents and making it possible for you to view the movie with as much ease as you watch other common language movies.



## STEP 4

### A Beautiful Mind

A Beautiful Mind is a film based on the meteoric rise of John Forbes Nash Jr., a math prodigy able to solve problems that baffled the greatest of minds. It is about he overcame years of suffering through schizophrenia to win the Nobel prize. The actor has an American accent & he is addressing a group of people at an award ceremony. Go on to play the movie's video, observe the diction styles of the character. Soon, you will start to get a hold of the English accents in the movie & yes don't forget to enjoy the movie.

#### Script

**John Nash :** I've always believed in numbers, the equations & logics that lead to a reason & after a lifetime of such pursuits.

I ask what is logic & who decides reason?

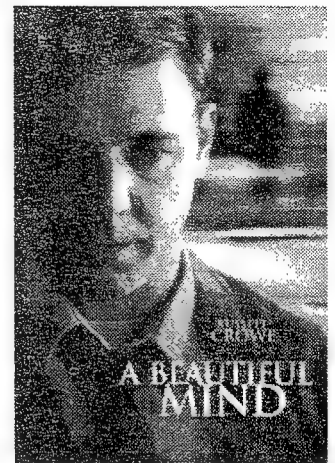
My quest has taken me through the physical & metaphysical, the illus ional & back.

I have made the most important discovery of my career, the most important discovery of my life.

It is only in the mysterious equations of love that any logical reasons can be found.

I am only here tonight because of you.

You are the reason I am. You are all my reasons.



## Forest Gump

Forrest Gump is the story of a man's journey through life and innocent reflections on what living is all about. It tells the story of a man that's tangled in life but survives the hardships through his simplicity.

### Script

FORREST (V.O.) : I, I... don't recall what I got for my first Christmas and I don't know when I went on my first outdoor picnic. But, I do remember the first time I heard the sweetest voice... ..in the wide world.

GIRL : "You can sit here if you want."

Forrest looks back at JENNY CURRAN, a young girl about Forrest's age.

FORREST (V.O.) : I had never seen anything so beautiful in my life. She was like an angel.

JENNY : Well, are you gonna sit down, or aren't ya?

JENNY : What's wrong with your legs?

FORREST : Um, nothing at all, thank you. My legs are just fine and dandy.

FORREST (V.O.) : I just sat next to her on that bus and had conversation all the way to school.

JENNY : Then why do you have those shoes on?

FORREST : My momma said my back's crooked like a question mark. These are going to make me as straight as an arrow. They're my magic shoes.

FORREST (V.O.) : And next to Momma, no one ever talked to me or asked me questions.

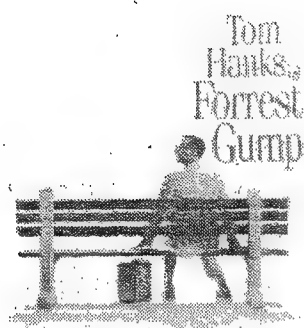
JENNY : Are you stupid or something.

FORREST : Mommy says stupid is as stupid does

JENNY : I'm Jenny.

FORREST : I'm Forrest Gump. Forrest Gump.

FORREST (V.O.) : From that day on, we was always together. Jenny and me was like peas and carrots. She taught me  
-----how-to-climb...



JENNY : Come on, Forrest, you can do it.

FORREST (V.O.) : ...I showed her how to dangle.

FORREST : "...a good little monkey and..."

FORREST (V.O.) : She helped me to learn how to read. And I showed her to swing. Sometimes we'd just sit out and wait for the stars.

FORREST : Momma's gonna worry about me.

JENNY : Just stay a little longer.

FORREST (V.O.) : For some reason, Jenny never wanted to go home.

FORREST : Okay, Jenny. I'll stay.

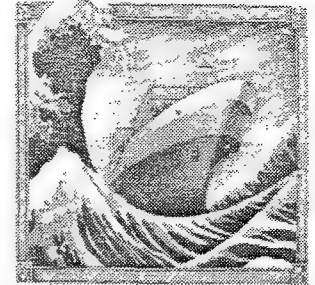
FORREST (V.O.) : She was my most special friend. My only friend.



## STEP 5

### Titanic

Titanic remains as one of the most successful film ever made in the history of cinema. And to have missed such a brilliant effort is like being devoid of a pleasure made especially for us, the audience. Please get a video of the movie Titanic, so we can complete the exercise in a similar fashion as we did the last one. The scene described below is from the very beginning of the film when the actress is called to Titanic's site to recall what she witnessed that night while aboard on the ship.



### SCRIPT

#### SCENE 1

- Rose : It was a dreadful, heavy thing. I only wore it this once.
- Lizzy : You actually believe this is you, grandma?
- Rose : It is me, dear. Wasn't I a hot number?
- Lovett : I tracked it down through insurance records. An old claim that was settled under terms of absolute secrecy. Do you know who the claimant was, Rose?
- Rose : Someone named Hockley, I should imagine.
- Lovett : Nathan Hockley, right. Pittsburgh steel tycoon. For a diamond necklace his son Caledon Hockley bought in from France for his fiancée. You, a week before he sailed on Titanic. And the claim was filed right after the sinking. So the diamond had to have gone down with the ship. See the date?
- Lizzy : April 14, 1912.
- Lovett : If your grandma is who she says she is, she was wearing the diamond the day Titanic sank. And that makes you my new best friend. I will happily compensate you for anything you can tell us that will lead to its recovery.
- Rose : I don't want your money, Mr. Lovett. I know how hard it is for people who care greatly for money to give some away.
- Bodine : You don't want anything?



Rose : You may give me this, if anything I tell you is of value.

Lovett : Deal.

Over here are a few things we've recovered from your staterooms.

Rose : This was mine. How extraordinary! It looks the same as the last time I saw it.

The reflection has changed a bit. My mother's brooch. She wanted to go back for it. Caused quite a fuss.

Lovett : Are you ready to go back to Titanic?

Bodine : Live from 12,000 feet.

*Rose stares raptly at the screens. She is enthralled by one in particular, an image of the bow railing. It obviously means something to her. Brock is studying her reactions carefully.*

Bodine : The bow's struck in the bottom like an axe, from the impact. Here... I can run a simulation we worked up on this monitor over here. *(Lizzy turns the chair so Rose can see the screen of Bodine's computer. As he is calling up the file, he keeps talking.)*

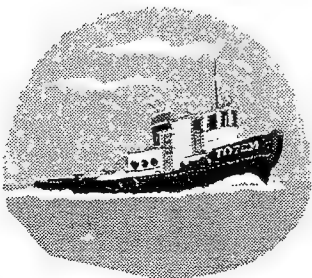
Bodine : We've put together the world's largest database on the Titanic. Okay, here...

Lovett : Rose might not want to see this, Lewis.

Rose : No, no. It's fine. I'm curious.

Bodine : She hits the berg on the starboard side and it sort of bumps along... punching holes like a morse code... dit dit dit, down the side. Now she's flooding in the forward compartments... and the water spills over the tops of the bulkheads, going aft. As her bow is going down, her stern is coming up... slow at first... and then faster and faster until it's lifting all that weight, maybe 20 or 30 thousand tons... out of the water and the hull can't deal... so SKRTT!!

... it splits! Right down to the keel, which acts like a big hinge. Now the bow swings down and the stern falls back level... but the weight of the bow pulls the stern up vertical, and then the bow section detaches, heading for the bottom. The stern bobs like a cork, floods and goes under about 2:20 a.m. Two hours and forty minutes after the collision.



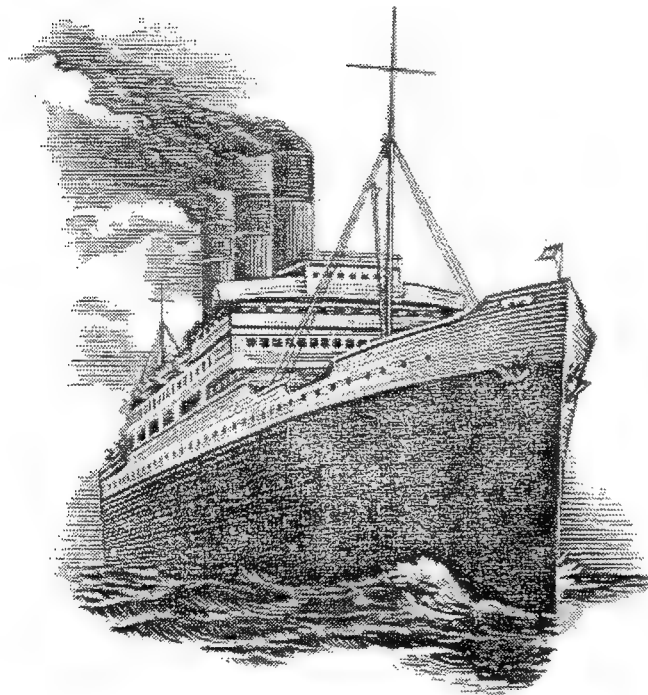
Bodine : The bow pulls out of its dive and planes away, almost a half a mile, before it hits the bottom going maybe 12 miles an hour. KABOOM!

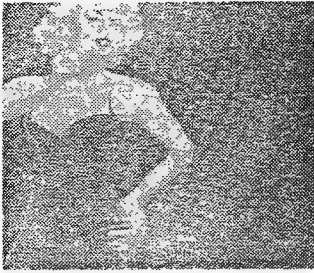
The stern implodes as it sinks, from the pressure, and rips apart from the force of the current as it falls, landing like a big pile of junk.

Cool huh?

Rose : Thank you for that fine forensic analysis, Mr. Bodine. Of course the experience of it was somewhat less clinical.

Lovett : Will you share it with us?





The second scene is the opening scene between actor Leonardo Di Caprio and Kate Winslet, where the actress is trying to jump off the ship and the actor is there to rescue her.

#### SCENE 2

- Jack : Don't do it.
- Rose : Stay back! Don't come any closer!
- Jack : Take my hand. I'll pull you back in.
- Rose : No! Stay where you are. I mean it. I'll let go.
- Jack : No you won't.
- Rose : What do you mean no I won't? Don't presume to tell me what I will and will not do. You don't know me.
- Jack : You would have done it already. Now come on, take my hand.
- Rose : You're distracting me. Go away.
- Jack : I can't. I'm involved now. If you let go I have to jump in after you.
- Rose : Don't be absurd. You'll be killed.
- Jack : I'm a good swimmer.
- Rose : The fall alone would kill you.
- Jack : It would hurt. I'm not saying it wouldn't. To be honest I'm a lot more concerned about the water being so cold.
- Rose : How cold?
- Jack : Freezing. Maybe a couple degrees over.
- Jack : Ever been to Wisconsin?
- Rose : No.
- Jack : Well they have some of the coldest winters around, and I grew up there, near Chippewa Falls. Once when I was a kid me and my father were ice-fishing out on Lake Wisconsin... ice-fishing's where you chop a hole in the--
- Rose : I know what ice fishing is!
- Jack : Sorry. Just... you look like kind of an indoor girl. Anyway, I went through some thin ice and I'm tellin' ya, water that cold... like that right down there... it hits you like a thousand

knives all over your body. You can't breathe, you can't think...  
least not about anything but the pain.

Which is why I'm not looking forward to jumping in after you. But like I said, I don't see a choice. I guess I'm kinda hoping you'll come back over the rail and get me off the hook here.

Rose : You're crazy.

Jack : That's what everybody says. But with all due respect, I'm not the one hanging off the back of a ship.

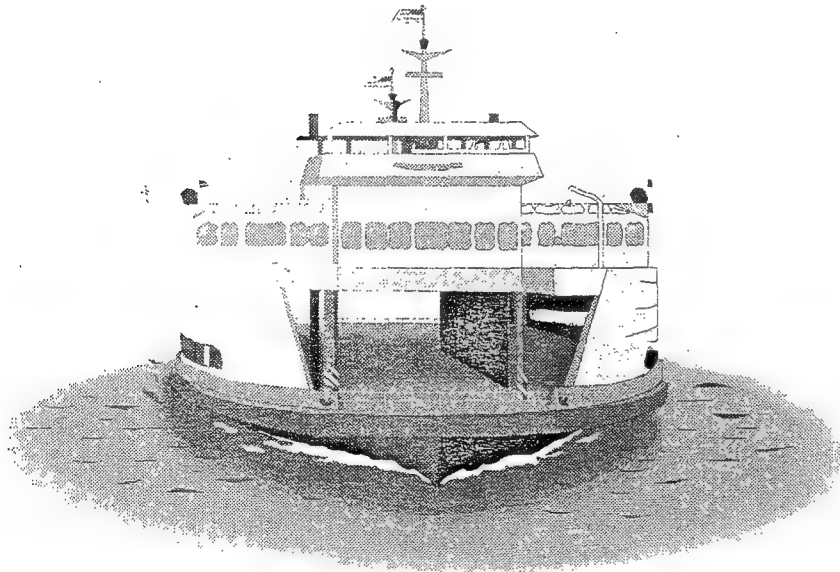
Jack : Come on. You don't want to do this. Give me your hand.

Rose : Alright.

Jack : I'm Jack Dawson.

Rose : Pleased to meet you, Mr. Dawson.

Rose : HELP! HELP!!







## Rush Hour

For some extraordinary action thriller, lets turn to Chris Rock's and Jackie Chan's comic characterizations in Rush Hour. Packed with action, the dialogue delivery is a little hard to follow in the movie due to the African-american accent but we are quite sure that with this little help from us, you will very well succeed in enjoying this movie in the full spirit.

### SCRIPT

Carter : He's with me.  
 You carry a gun?  
 A gun, a gun!

Carter : What're you doing?! I wasn't gonna shoot you! I as trying to explain -- give me the god damn gun.

Carter : You have one of these?

Lee : No.

Carter : Yeah, well you're in American now. Everybody's got guns. That tricky shit with your hands is gonna get you shot to hell.

Carter : You try that on me one more time, I'll kick you. You understand that? You know what kick you means?

Carter : I'll bet you do.

Man's Voice : Put the gun down now!

The Detective: Put it down!

Carter : It's alright. He's with me.

The Detective: With you? He's pointing a goddamn gun at you. You call that with you?  
 And now it's Lee's turn to speak - in perfect English.

Lee : He was just showing me how to take a gun away from a suspect.

The Detective: You must be a helluva teacher.

Lee : Oh yes, he's very good.

The Detective: Just don't do that in the hallway. I could've killed him.



- Carter : Oh yeah, maybe next time you will.
- Carter : You speak English!
- Lee : A little.
- Carter : A little. You lied to me.
- Lee : I didn't say I didn't. You assumed I didn't.
- Carter : It's the same thing!
- Lee : I am not responsible for your assumptions.
- Carter : Do you understand what I'm saying to you?
- Lee : Not being able to speak is not the same as not speaking. You seemed as if you liked to talk. I like to let people talk who like to talk. It makes it easier to find out how full of themselves they are.
- Carter : Okay, fine.
- Carter : Yeah, that's right. Now that we understand each other... show me how you did that.
- Lee : You should keep your gun.
- Carter : ... and there's a copy of our insurance packages.
- Lee : I am afraid I don't understand the importance of this information.
- Carter : Look, you want to work in this country, you gotta know this crap. Okay? We're gonna be in some deep trouble here. Working the danger zone. And you need insurance. Cause, you know, you might be starting some riots.
- Carter : So, my plan is, we hit the scene, walk it --
- Carter : ..... and get the feel for how it went down. Then hit the witnesses --
- Carter : see who remembers what and how the action went down.
- Carter : Because we gotta dig up the --
- Carter : What the hell is that?.



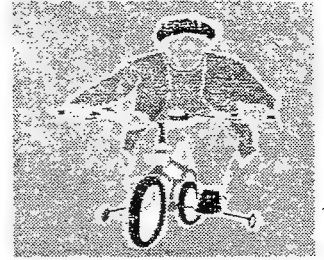
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### Sixth Sense

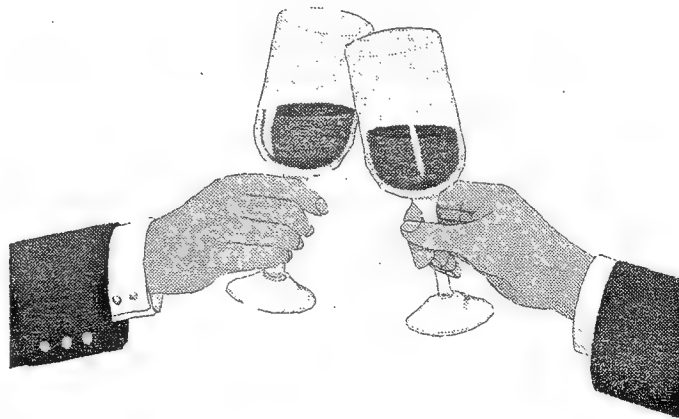
The movie Sixth Sense is written by an author of Indian origin, M. Night Shyamalan. It revolves around a little boy and the super power that he's acquired. The movie's second lead actor is his psychiatrist who is helping him recover the powers and to put them for better use. The scene depicted here is from the first few minutes of the movie where the psychiatrist is with his wife at their house. Watch the video and follow the same steps as before for the exercise.

#### SCRIPT

- Anna : It's getting cold.
- Malcolm : That's one fine frame. A fine frame it is. How much does a fine frame like that cost, you think?
- Anna : I've never told you, but you sound a little like Dr. Seuss when you're drunk.
- Malcolm : Anna. I'm serious. Serious I am, Anna.
- Anna : Mahogany. I'd say that cost at least a couple hundred. Maybe three.
- Malcolm : Three? We should hock it. Buy a C.D. rack for the bedroom.
- Anna : Do you know how important this is? This is big time. I'm going to read it for you, doctor.
- Malcolm : Do I really sound like Dr. Seuss?
- Anna : In recognition for his outstanding achievement in the field of child psychology, his dedication to his work, and his continuing efforts to improve the quality of life for countless children and their families, the City of Philadelphia proudly bestows upon its son Dr. Malcolm Crowe. That's you. the Mayor's Citation for Professional Excellence.
- Anna : Wow. They called you their son.
- Malcolm : We can keep it in the bathroom.



- Malcolm : It's not real, Anna. Some secretary wrote that up. Don't tell me you thought it was real?
- Malcolm : What?  
Don't do the quiet thing. You know I hate it.
- Anna : This is an important night for us. Finally someone is recognizing the sacrifices you made. That you have put everything second, including me, for those families they're talking about.
- Anna : They're also saying that my husband has a gift. Not an ordinary gift that allows him to hit a ball over a fence. Or a gift that lets him produce beautiful images on a canvas... Your gift teaches children how to be strong in situations where most adults would piss on themselves. Yes, I believe what they wrote about you.
- Malcolm : Thank you.
- Malcolm : What are we crying about again?
- Anna : Nothing. There wasn't supposed to be any crying at this celebration. Just a lot of drinking and fun.
- Malcolm : I would like some red wine in a glass.
- Malcolm : I would not like it in a mug. I would not like it in a jug.



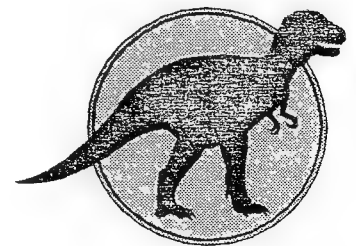


## Jurassic Park

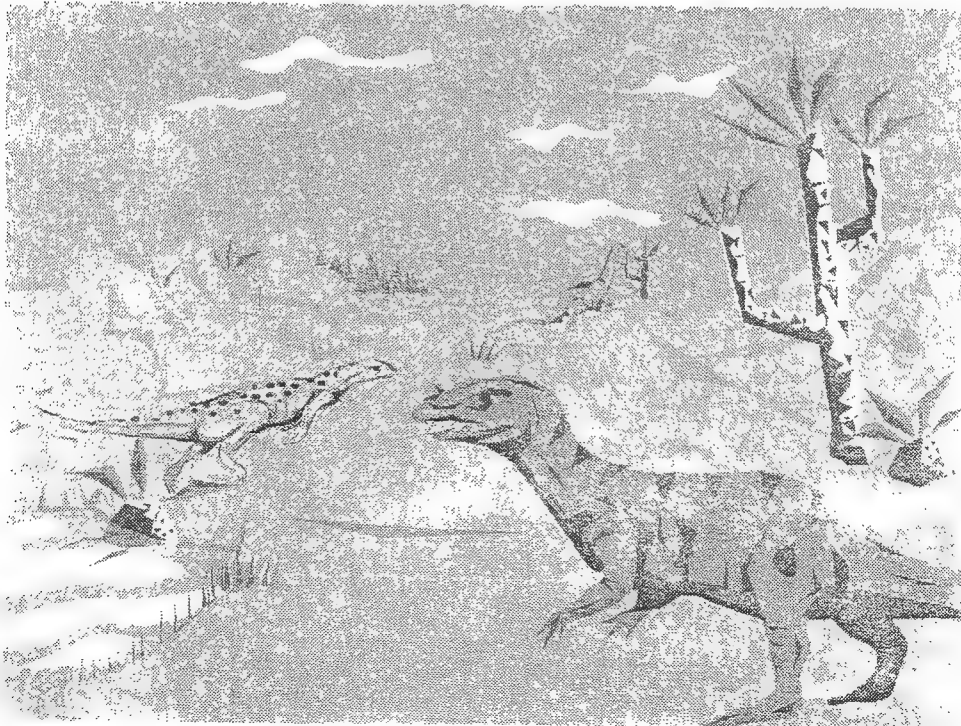
Written by Michael Crichton, Jurassic Park is the most successful animation movie to date. With elaborate sets and amazing effects, the movie swept the crowds off their feet. Go on to enjoy this action packed thriller and try to follow the dialogue delivery taking help from the extract given below.

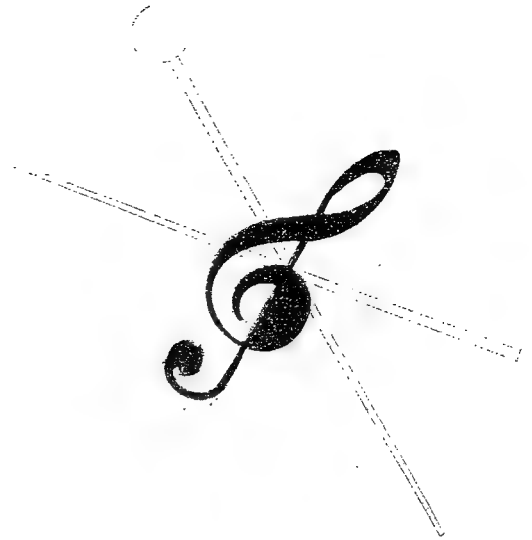
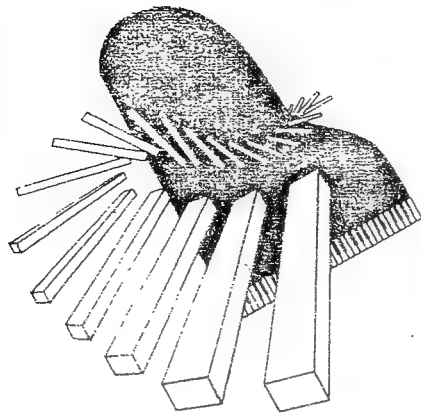
### SCRIPT

- Grant : So, what can we stay for sure? Stress fractures in the heel ...
- Ellie : She jumps.
- Grant : Right as rain, Ellie. Now, why did she jump?
- Ellie : A defensive posture against a vicious, blood-thirsty T-Rex?
- Grant : Perhaps. Or maybe to select the smaller, more tender leaves in the higher branches with which to suckle her young?
- Ellie : I bet it was a mating ritual.
- Grant : The science of paleontology can't answer these questions. Novelists and artists who dream a vision of the Jurassic period can attempt these questions with their imaginations. What we scientists can say is considering the mass and kinetic articulation of these bones, this animal had a vertical leap of about twelve feet. Not as entertaining as fiction, but absolutely fact without prejudice.
- Ellie : Excuse me, Dr. Grant. But ... fact is, we're late. There's the car.
- Grant : Jim, you keep making up the plaster batches. Whatever ratio you're using, it's perfect. Nora, no digging after five - when the temperature drops, those bones are just too brittle. Bill, I don't want any tourists walking over my raptor - I don't care if the Governor of Montana is with them, just you guys.
- Ellie : You know, if every scientist stuck to his method like you, there would be no body of theory - no quasars, no big bang!
- Grant : Jesus, a limousine. We're re-entering Hammond's world, that's for sure. Remind me why we're doing this, Ellie.



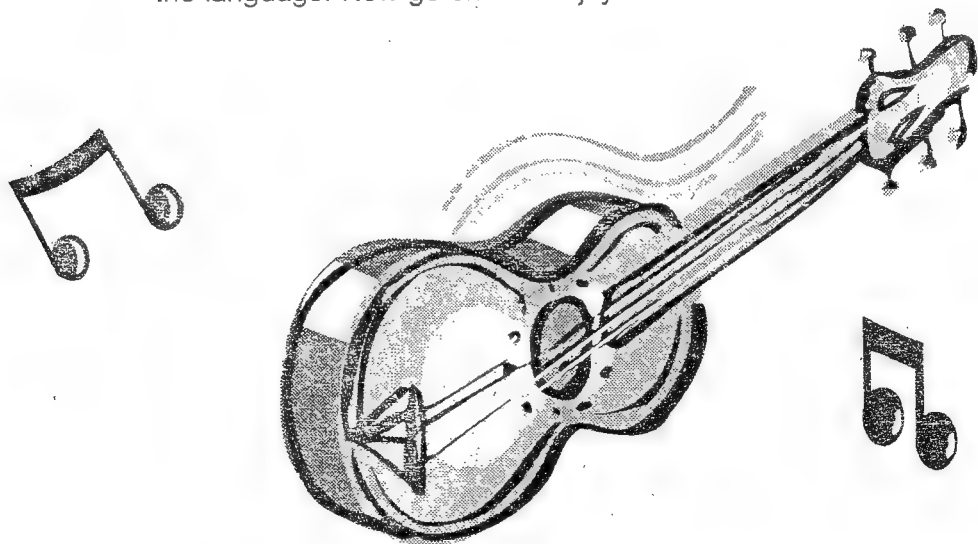
- Ellie : We're leaving the raptor dig.
- Grant : at a critical time.
- Ellie : because Gennaro is paying us sixty thousand dollars to observe some resort of Hammond's in Costa Rica. And that's -
- Grant : enough money to keep us free of commercial affiliations for two summers.
- All right, all right. Good.
- Grant : Financial independence for fraternizing with the enemy? I'll do it.
- Grant : This is all could come up with, Skip?
- Grant : Wise guy. Let's go, Ellie.





Friends,

Just like films, we often listen to English songs. But it gets hard to follow them with the unmatched speed of their spoken English with ours and the accent. But ofcourse, that doesn't discourage us from enjoying the good music. With this practice lesson in English Guru, we will help you appreciate the lyrics of the foreign language music. Play on the audio recording of these musical pieces and try to follow the songs reading from the notes provided. It's certainly a very creative way to learn the language. Now go on and enjoy the music! –





## STEP- 7

*Slow and Melodious Sing Alongs*

- a. My heart will go on –Titanic
- b. Quit playing games with my heart – Backstreet Boys

### **My Heart Will Go On**

This song is from the mega hit Titanic, sung by the legendary Celine Dion. The song talks about one's unending everlasting love for the beloved. The song describes love as one which surpasses boundaries of eternity. Now, go ahead and try to grasp the lyrics carefully while listening to it.

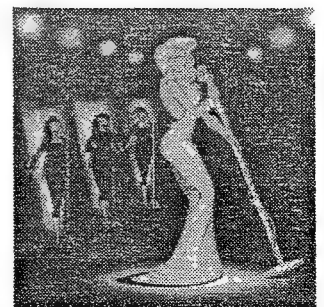
#### **Lyrics**



*Every night in my dreams  
I see you, I feel you,  
That is how I know you go on  
Far across the distance  
And spaces between us  
You have come to show you go on*

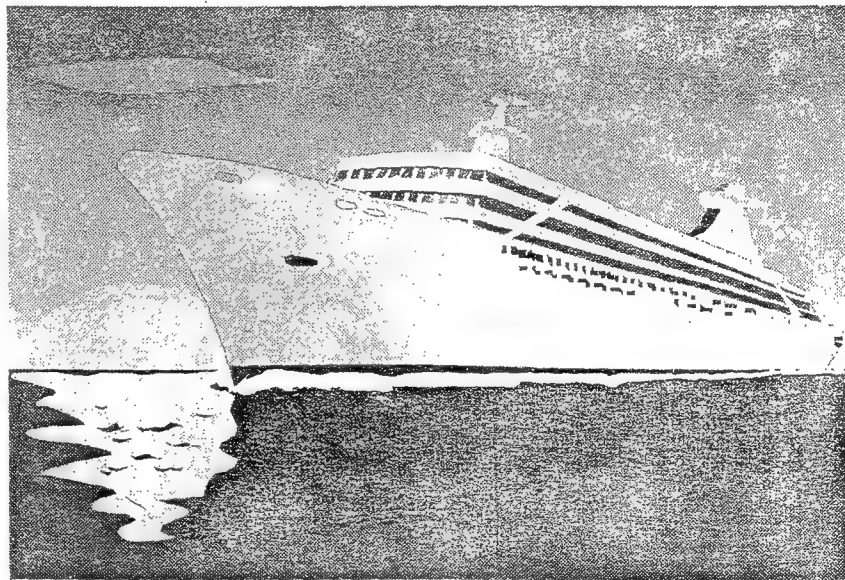
*Near, far, wherever you are  
I believe that the heart does go on  
Once more you open the door  
And you're here in my heart  
And my heart will go on and on*

*Love can touch us one time  
And last for a lifetime  
And never let go till we're gone  
Love was when I loved you  
One true time I hold to  
In my life we'll always go on*



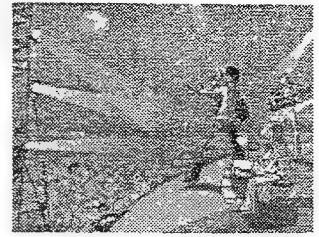
Near, far, wherever you are  
I believe that the heart does go on  
Once more you open the door  
And you're here in my heart  
And my heart will go on and on

You're here, there's nothing I fear,  
And I know that my heart will go on  
We'll stay forever this way  
You are safe in my heart  
And my heart will go on and on



## Quit Playing Games With My Heart

Another romantic number, this song is sung by the American boy band Backstreet Boys. This song was a mega success, and hiked the band's album in the top charts of global music. Although, this song was first released back in 2001, its poetic lyrics never stops appealing the masses. The language of the song contains a lot of American informal English, but it's mostly very easy to understand and follow. Now, go on and experience it for yourself.



### Lyrics

*Even in my heart, I see  
You're not being true to me  
Deep within my soul, I feel  
Nothing's like it used to be  
Sometimes I wish I could  
Turn back time  
Impossible as it may seem  
But I wish I could  
So bad, baby  
Quit playing games with my heart*



### Chorus

*Quit playing games with my heart  
Before you tear us apart (with my heart)  
Quit playing games with my heart  
I should've know from the start  
You know you've gotta stop (from my heart)  
You're tearing us apart (my heart)  
Quit playing games with my heart*

*I live my life, the way  
To keep you coming back to me  
Everything I do  
Is for you  
So what is it that you can't see  
Sometimes I wish I could  
Turn back time*



Impossible as it may seem  
 But I wish I could  
 So bad, baby you'd better quit playing games with my heart

*Chorus*

Quit playing games with my heart  
 Before you tear us apart (with my heart)  
 Quit playing games with my heart  
 I should've know from the start  
 You know you've gotta stop (from my heart)  
 You're tearing us apart (my heart)  
 Quit playing games with my heart

Quit playing games

Baby, baby

The love that we had was so strong  
 Don't leave hangin' here forever  
 Oh baby, baby this is not a lie  
 Let's stop this tonight

Baby, ohh, quit playing games

Sometimes I wish I could

Turn back time

Impossible as it may seem

But I wish I could

So bad baby

Quit playing games with my heart

*Chorus*

Quit playing games with my heart  
 Before you tear us apart (with my heart)  
 Quit playing games with my heart  
 I should've know from the start  
 You know you've gotta stop (from my heart)  
 You're tearing us apart (my heart)  
 Quit playing games with my heart  
 Quit playing games





## STEP- 8

### Youth Spirit Sing Alongs

- a. Summer of '69 – Bryan Adams
- b. It's my life – Bon Jovi

#### Summer Of '69

Performed by Bryan Adams, this song stands as an anthem to the youngsters today. The song swings in various moods such as friendship, love, college fun, hanging out at the beach, the first job and the like. All in all, just as the song says describing 'the best days of your life'.

#### Lyrics

*I got my first real six-string  
Bought it at the five-and-dime  
Played it till my fingers bled  
It was the summer of 69*

*Me and some guys from school  
Had a band and we tried real hard  
Jimmy quit and jody got married  
I shoulda known wed never get far  
Oh when I look back now  
That summer seemed to last forever  
And if I had the choice  
Ya - Id always wanna be there  
Those were the best days of my life*

*Ain't no use in complaining  
When you got a job to do  
Spent my evenings down at the drive-in  
And that's when I met you*

*Standing on your mamas porch  
You told me that you'd wait forever  
Oh and when you held my hand*



*I knew that it was now or never  
Those were the best days of my life*

*Back in the summer of 69  
Man we were killing time  
We were young and restless  
We needed to unwind  
I guess nothing can last forever - forever, no*

*And now the times are changing  
Look at everything that's come and gone  
Sometimes when I play that old six-string  
I think about you and wonder what went wrong*

*Standing on your mamas porch  
You told me it would last forever  
Oh the way you held my hand  
I knew that it was now or never  
Those were the best days of my life*



*Back in the summer of 69*



### Its My Life

'It's my Life' is performed by Bon Jovi. As the title aptly suggests, it's a high spirited song. The song talks of freedom, liberation and a defiance which sounds youthful and is encouraging to the common man. This song has a soft rock feel to it and will make for an excellent party number, all the more reason for you to learn it:

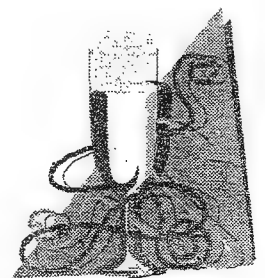
#### Lyrics

*This ain't a song for the broken-hearted  
No silent prayer for the faith-departed  
I ain't gonna be just a face in the crowd  
You're gonna hear my voice  
When I shout it out loud*

*It's my life  
It's now or never  
I ain't gonna live forever  
I just want to live while I'm alive  
(It's my life)  
My heart is like an open highway  
Like Frankie said  
I did it my way  
I just wanna live while I'm alive  
It's my life*

*This is for the ones who stood their ground  
For Tommy and Gina who never backed down  
Tomorrow's getting harder make no mistake  
Luck ain't even lucky  
Got to make your own breaks*

*It's my life  
And it's now or never  
I ain't gonna live forever  
I just want to live while I'm alive*



*(It's my life)*

*My heart is like an open highway*

*Like Frankie said*

*I did it my way*

*I just want to live while I'm alive*

*'Cause it's my life*

*Better stand tall when they're calling you out  
Don't bend, don't break, baby, don't back down*

*It's my life*

*And it's now or never*

*'Cause I ain't gonna live forever*

*I just want to live while I'm alive*

*(It's my life)*

*My heart is like an open highway*

*Like Frankie said*

*I did it my way*

*I just want to live while I'm alive*



*It's my life*

*And it's now or never*

*'Cause I ain't gonna live forever*

*I just want to live while I'm alive*

*(It's my life)*

*My heart is like an open highway*

*Like Frankie said*

*I did it my way*

*I just want to live while I'm alive*

*'Cause it's my life!*



## STEP-9

### Romantic Sing Alongs

- a. *Everything I Do I Do It for You – Bryan Adams*
- b. *Nothing's gonna change my love for you – Glenn Medeiros*

### Everything I Do I Do It For You

Another classic by Bryan Adams, this is a love song. Romanticism comes alive with this beautiful number wherein the singer says that all he does in this world, action and words, conscious and unconscious he owes them to his beloved. Read along the song and you will understand the tone of the singer much better than before. We are sure that this exercise will enable you to experiment with more English songs and try to understand them better. Good luck!

#### Lyrics

*Look into my eyes - you will see  
What you mean to me  
Search your heart - search your soul  
And when you find me there you'll search no more*

*Don't tell me it's not worth trying' for  
You can't tell me it's not worth dying' for  
You know it's true; Everything I do - I do it for you*

*Look into your heart - you will find  
There's nothing' there to hide  
Take me as I am - take my life  
I would give it all - I would sacrifice*

*Don't tell me it's not worth fighting' for  
I can't help it - there's nothing' I want more  
You know it's true; Everything I do - I do it for you*

*There's no love - like your love  
And no other - could give more love  
There's nowhere - unless you're there*



*All the time - all the way*

*Oh - you can't tell me it's not worth trying' for*

*I can't help it - there's nothing' I want more*

*I would fight for you - I'd lie for you*

*Walk the wire for you - ya I'd die for you*

*Ya know it's true; Everything I do - I do it for you*



## Nothing's Gonna Change My Love For You

Sung by the Glenn Medeiros, it's a song all lovers would want to dance on to. Slow and melodious, it's a beautiful song that the boy sings for his beloved. In the song he promises to her that nothing in this world can sway his love for her. The dreamy lyrics of the song is sure to take your heart away. Now, listen to the piece and learn along with it.

### Lyrics

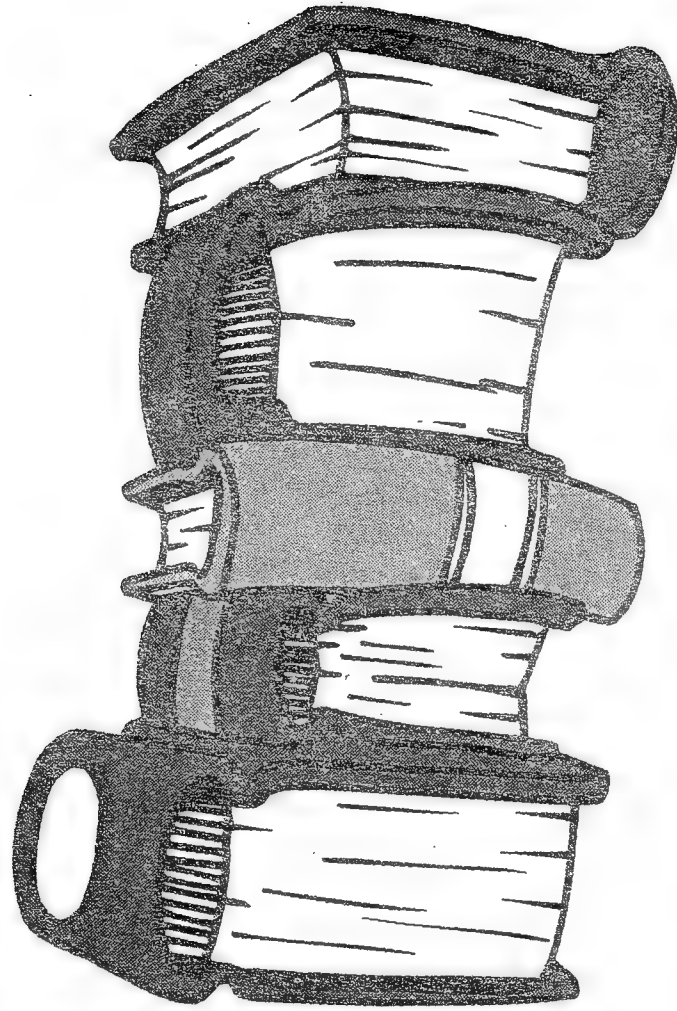
*If I had to live my life without you near me  
The days would all be empty  
The nights would seem so long  
With you I see forever oh so clearly  
I might have been in love before  
But it never felt this strong  
Our dreams are young  
And we both know they'll take us  
Where we want to go*

*Hold me now  
Touch me now  
I don't want to live without you*

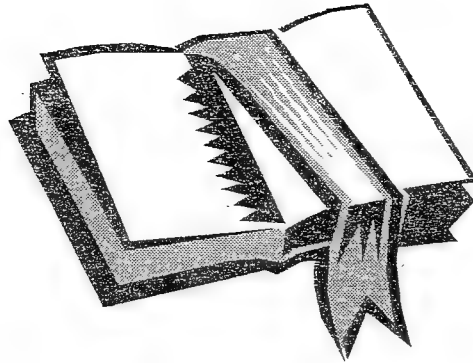
*Nothing's gonna change my love for you  
You ought know by now how much I love you  
One thing you can be sure of  
I'll never ask for more than your love*

*Nothing's gonna change my love for you  
You ought know by now how much I love you  
The world may change my whole life through  
But nothing's gonna change my love for you  
If the road ahead is not so easy,  
Our love will lead the way for us  
Like a guiding star  
I'll be there for you if you should need me  
You don't have to change a thing  
I love you just the way you are  
So come with me and share the view  
I'll help you see forever too*









Friends,

Books are main source of knowledge. As 'we have' helped you increase your vocational skills in ways more than one. We encourage you to read more English language books in your free time. They make for an excellent source of entertainment and at the same time they'll sharpen your skills of vocabulary, language and conversational English.

Further in this section are a few excerpts from fiction books in English. We have tried to include more dialogue scenes rather than essays or paragraphs so that you may get a taste of practical usage of informal English.



STEP-10

The first conversation is a telephonic dialogue between a brother and sister, Parveen and Parvez. Parveen is startled by Parvez's call very early in the morning. Read aloud and try to follow the rest of the conversation.

The language used in the dialogues below is mostly easy and informal, everyday English. You can even try to include few of these lines in your conversations with friends or family members, it will help you learn them faster as well.

Conversation 1

Parveen was awakened by the ring of the telephone. Without opening her eyes, she reached out for it and put the receiver to her ear.

*'Hello?'*

*'Parveen? It's Parvez.s'*

She sat up, her heart suddenly pounding. *'Parvez, are you all right?'* She heard him laugh.

*'Never better, sis. Thanks to you and your friend.'*

*'My friend?'*

*'Mr. Jahangir.'*

*'Who?'* Parveen tried to concentrate, groggy with sleep.

*'Mr Jahangir. He really saved my life.'*

Parveen had no idea what he was talking about. *'Parvez . . .*

*'You know the fellows I owed money to? Mr. Roshan he's a real gentleman.'*

Parveen was nervous. *'Parvez, listen to me I want you to be careful.'*

She heard him laugh again.

*'Don't worry about me. Didn't I tell you every thing would be coming up roses? Well, I was right,*

*'Take care of yourself, Parvez. Don't—'*

The connection was broken.

Parveen was unable to go back to sleep. Jahangir! How did he find out about Parvez, and why is he helping, him?



### Conversation 2

The second conversation is a scene of the parents with their daughter at their house. The little girl in this scene is trying to raise her voice against her dad who wants to slaughter the pet pig in the house for meat. Notice how the defiance of the little girl is more subtle and indirect rather than rude. We hope you enjoy the dialogue.

Fiza : Where's Papa going with that ax?

Mrs. Qadeer : Out to the hog house. Some pigs were born last night.

Fiza : I don't see why he needs an ax.

Mrs. Qadeer : Well, one of the pigs is a runt. It's very small and weak, and it will never amount to anything. So your father has decided to do away with it.

Fiza : Do away with it? You mean kill it? Just because it's smaller than the others?

Mrs. Qadeer : Don't yell, Fiza! Your father is right. The pig would probably die anyway.

Fiza : Please don't kill it! It's unfair.

Mr. Qadeer : Fiza, you have to learn to control yourself.

Fiza : Control myself? This is a matter of life and death, and you talk about controlling myself.

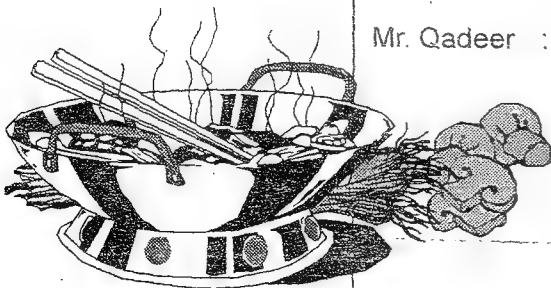
Mr. Qadeer : Fiza, I know a lot more about raising a litter of pigs than you do. A weakling makes trouble. Now run along!

Fiza : But it's unfair. The pig couldn't help being born small, could it? If I had been born very small at birth, would you have killed me?

Mr. Qadeer : Certainly not. But this is different. A little girl is one thing. A little runty pig is another.

Fiza : I see no difference. This is the most terrible case of injustice I ever heard of.

Mr. Qadeer : All right. I'll let you start it on a bottle, like a baby. Then you'll see what trouble a pig can be.



## STEP-11

The first conversation is between a father and a daughter. Whereby a daughter is stranded at a place far off from her home and is trying to reach her father. Please follow the rest of the conversation reading the below written aloud.

### Conversation 1

The clerk shrugged. 'Do you have another credit card?

*'No. I don't. Will you take a personal check?'*

He was eyeing her outfit disapprovingly. *'I guess so, if you have some ID.'*

*'I need to make a telephone call. ...'*

*'Telephone booth is in the corner.'*

*'Good Health Memorial Hospital.'*

*'Dr Steven Patterson.'*

*'One moment, please ...'*

*'Dr. Shama's office.'*

*'Sarah? This is Ayesha. I need to speak to my father.'*

*'I'm sorry. Miss Shama. He's in the operating room and—'*

Ayesha's grip tightened on the telephone. *'Do you know how long he'll be there?'*

*'It's hard to say. I know he has another surgery scheduled after—'*

Ayesha found herself fighting hysteria. *'I need to talk to him. It's urgent. Can you get a word to him, please? As soon as he gets a chance, have him call me.'* She looked at the telephone number in the booth and gave it to her father's receptionist. *'I'll wait here until he calls.'*

*'I'll be sure to tell him.'*

She sat in the lobby for almost an hour, willing the telephone to ring. People passing by stared at her or ogled at her. When the phone finally rang, it startled her.

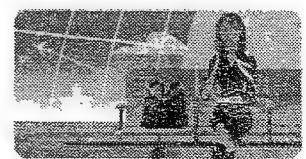
She hurried back into the phone booth. *'Hello ...'*

*'Ayesha?'* It was her father's voice.

*'Oh, Father, I—'*

*'What's wrong?'*

*'I'm in Karachi and—'*



'What are you doing in Karachi?'

'I can't go into it now. I need an airline ticket to Dubai. I don't have any money with me. Can you help me?'

'Of course. Hold on.' Three minutes later, her father came back on the line.

'There's an Sahara Airlines plane leaving at ten-forty A.M., Flight 407. There will be a ticket waiting for you at the check-in counter. I'll pick you up at the airport in Dubai and -'

'No!' She could not let him see her like this. 'I'll - I'll go to my apartment to change.'

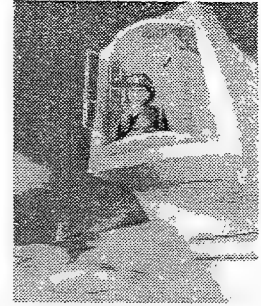
'All right. I'll come down and meet you for dinner. You can tell me all about it then.'

'Thank you, Father. Thank you.'



## Conversation 2

This conversation is between a middle aged widow who has a visitor. The dialogue is very interesting to follow as the widow in the afore mentioned is always sarcastic in her remarks and the visitor rather makes a mockery of it. Now, go on and enjoy the subtle humour as get a taste of more informal English.



### Conversation

MRS. SAJID: What is it you wish?

REHMAN : Your deceased husband, with whom I had the honor to be acquainted, left me few notes amounting to about twelve hundred rupees. In as much as I have to pay the interest tomorrow on a loan from the Agrarian Bank, I should like to request, madam, that you pay me the money today.

MRS. SAJID: Twelve-hundred and for what was my husband indebted to you?

REHMAN : He bought oats from me.

MRS. SAJID: Don't forget to give Sohan an extra measure of oats.

MRS. SAJID: If my husband is indebted to you, I shall, of course, pay you, but I am sorry, I haven't the money today. Tomorrow my manager will return from the city and I shall notify him to pay you what is due you, but until then I cannot satisfy your request. Furthermore, today is just seven months since the death of my husband, and I am not in the mood to discuss money matters.

REHMAN : And I am in the mood to fly up the chimney with my feet in the air if I can't lay hands on that interest tomorrow. They'll seize my estate!

MRS. SAJID: Day after tomorrow you will receive the money.

REHMAN : I don't need the money day after tomorrow; I need it today.

MRS. SAJID: I'm sorry I can't pay you today.

REHMAN : And I can't wait until day after tomorrow.

MRS. SAJID: But what can I do if I haven't it?

REHMAN : So you can't pay?

MRS. SAJID: I cannot.

REHMAN : Hmm! Is that your last word?

MRS. SAJID: My last.

REHMAN : Absolutely?

MRS. SAJID: Absolutely.

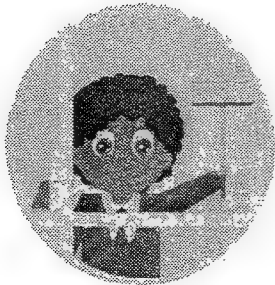
REHMAN : Thank you. And they expect me to stand for all that. The toll-gatherer just now met me in the road and asked why I was always worrying. Why, in Heaven's name, shouldn't I worry? I need money, I feel the knife at my throat. Yesterday morning I left my house in the early dawn and called on all my debtors. If even one of them had paid his debt! I worked the skin off my fingers! The devil knows in what sort of Jew-inn I slept; in a room with a barrel of brandy! And now at last I come here, seventy versts from home, hope for a little money, and all you give me is moods! Why shouldn't I worry?

MRS. SAJID: I thought I made it plain to you that my manager will return from town, and then you will get your money.

REHMAN : I did not come to see the manager; I came to see you. What the devil--pardon the language--do I care for your manager?

MRS. SAJID: Really, sir, I am not used to such language or such manners. I shan't listen to you any further.

REHMAN : What can one say to that? Moods! Seven months since her husband died! Do I have to pay the interest or not? I repeat the question, have I to pay the interest or not? The husband is dead and all that; the manager is--the devil with him!--traveling somewhere. Now, tell me, what am I to do? Shall I run away from my creditors in a balloon? Or knock my head against a stone wall? If I call on my manager he chooses to be "not at home," He has simply hidden himself, I have quarrelled with friend and came near throwing him out of the window, My brother is ill and this woman has--moods! Not one of them will pay up! And all because I've spoiled them, because I'm an old whiner, dish-rag! I'm too tender-hearted with them. But wait! I allow nobody to play tricks with me, the devil with 'em all! I'll stay here and not budge until she pays! Brr! How angry I am, how terribly angry I am! Every tendon is trembling with anger, and I can hardly breathe! I'm even growing ill! Servant!



## STEP-12

The first conversation is a court room scene. The dialogues are between a plaintiff, lawyers and a judge. The sentences spoken here are shorter as in various parts of this script, the speakers are argumentative. Read the conversation aloud and try to grasp the summary of the running case.

### Conversation 1

'All rise. Court is now in session. The Honorable Tessa Williams presiding in the case of *The People of the State of Multan? Versus Abu Hasan.*'  
'Judge Williams took her seat on the bench.

Sami said, *'May I approach the bench?'*

*'You may.'*

Saad Burman walked to the bench with Sami.

*'What is it, Mr Saif?'*

*'I'd like to call a witness who's not on the discovery list.'*

Burman said, *'It's awfully late in the trial to introduce new witnesses.'*

*'I would like to call Abu Hasan as my next witness.'*

Judge Williams said, *'I don't—'*

Saad Burman said quickly *'The state has no objection, Your Honor.'*

Judge Williams looked at the two attorneys. *'Very well. You may call your witness, Mr Saif.'*

*'Thank you. Your Honor. He walked over to Vishal and held out his hand. Hasan ...'*

he sat there in a panic.

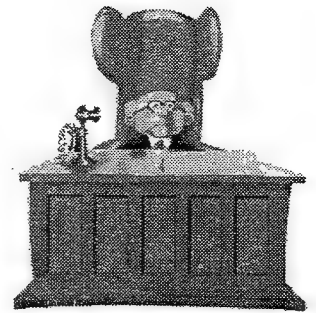
*'You must.'*

he rose, his heart palpitating, and slowly made his way to the witness stand

Saad Burman whispered, *'I was praying that he'd call him.'*

And nodded. *'It's over.'*

Abu Hasan was being sworn in by the court clerk, *'You do solemnly swear to tell the truth, the whole truth and nothing but the truth, so help you God?'*





'I do.' His voice was a whisper. *Hasan* took his seat in the witness box.

Sami walked over to him. He said gently, *'I know this is very difficult for you. You've been accused of horrible crimes that you did not commit. All I want is for the jury to know the truth. Do you have any memory of committing any of those crimes?'* Hasan shook his head. 'No.'

Sami glanced at the jury, then went on. *'Did you know Danish Chara?'*

'Yes. We worked together at Global Computer Graphics Corporation.'

*'Did you have any reason to kill Danish?'* 'No.' It was difficult for him to speak. *'I - I went to his apartment to give him some advice that he had asked me for, and that was the last time I saw him.'* *'Did you know Abdul Haque?'* 'No . . .'

*'He was an artist. He was murdered in Islamabad. The police found evidence of your DNA and fingerprints there.'*

Hasan was shaking her head from side to side. *'I -I don't know what to say. I didn't know him!'* *'You knew Deputy Umār?'* 'Yes. He was helping me. I didn't kill him!' *'Are you aware that you have two other personalities, or alters, within you, Hasan?'* 'Yes.' His voice was strained. *'When did you learn this?'*

*'Before the trial. Dr Salem told me about it. I couldn't believe it. I -I still can't believe it. It's - it's too awful.'* *'You had no previous knowledge of these alters.'* 'No.'

*'You had never heard of Toni or Peter?'* 'No!' *'Do you believe now that they exist within you?'*

'Yes ... I have to believe it. They must have done all these - these horrible things . . .'

*'So you have no recollection of ever having met Abdul Haque, you had no motive for killing Danish Chara or for killing Deputy Somesh Rana, who was at your apartment to protect you?'*

*'That's right.'* His eyes swept over the crowded court-room, and he felt a sense of panic.

One last question Sami said. *'Have you ever been in trouble with the law?'*

'Never.'

Sami put a hand on his. *'That's all for now.'* He turned to Saad Alam *'Your witness.'*



### Conversation 2

This last conversation taken as an excerpt is a small dialogue between a husband and a wife at the comfort of their home. The husband in the scene is a little jeopardized by his work and wants to quit on it and comes up with rather irrational ways to live off. The sequence is humorous and very easy to follow. Read on and enjoy the scene.



- ANAS : Okay ...okay ... only one thing to do!
- ESHA : Anas?
- ANAS! : Is that you?!
- ANAS : Yes! It's me!
- All right ... out with it! Right up front! That's all there is to it!  
Honesty is the best-
- ESHA : How was your first day?!
- ANAS : My ... my first day?!
- ESHA : Your first day! How was it?!
- ANAS : Ahh ... fine ... fine! It was fine! Just fine! Normal! Just a normal day!
- ESHA : Are you all right?!
- ANAS : What?!
- ESHA : I said, "Are you all right?!"
- ANAS : Oh! Yes! Fine!
- ESHA : Is something wrong?!
- ANAS : No! No! Everything's fine! Just fine! Normal! Why do you ask?!
- ESHA : You sound a little nervous!
- ANAS : Me?! No! No! I'm not nervous at all!
- ESHA : Surprise!
- ANAS : What ... what's that?
- ESHA : A present!
- ANAS : A present? For me?
- ESHA : That's right! A reward! For all of your hard work! Your dedication!

- ANAS : Oh ... well, I ... I'm not ... I'm not really in the mood for a present right now.
- ESHA : Why not?
- ANAS : Well, I ... I don't deserve it.
- ESHA : What do you mean?
- ANAS : What do I mean? I mean, I haven't done anything special.
- ESHA : Oh poor baby! You're my little practitioner!
- ANAS : Yes, well ...
- ESHA : What?
- Oh, god! What is it, Ansh?! What have you done?! Did you get fired?! Booted out?!
- ANAS : No, no!
- ESHA : Oh, thank Heavens! You had me worried there for a minute!
- ANAS : It's just that I ... I've been thinking.
- ESHA : Thinking?
- ANAS : Yes.
- ESHA : Here!
- ANAS : Let's run away together!
- ESHA : What?
- ANAS : Let's run away!
- ESHA : Run away?
- ANAS : Yes! To an island somewhere! Someplace far off! With ... with lots of fish!
- ESHA : Fish?
- ANAS : That's right!
- ESHA : Oh, I ... I don't think that's a good idea.
- Fish are filthy little creatures, prowling about in the darkness and the mud, eating their neighbors without a second thought—that's no way for the children to grow up.
- ANAS : What children?



ESHA : Our children.

ANAS : Our children?

ESHA : That's right.

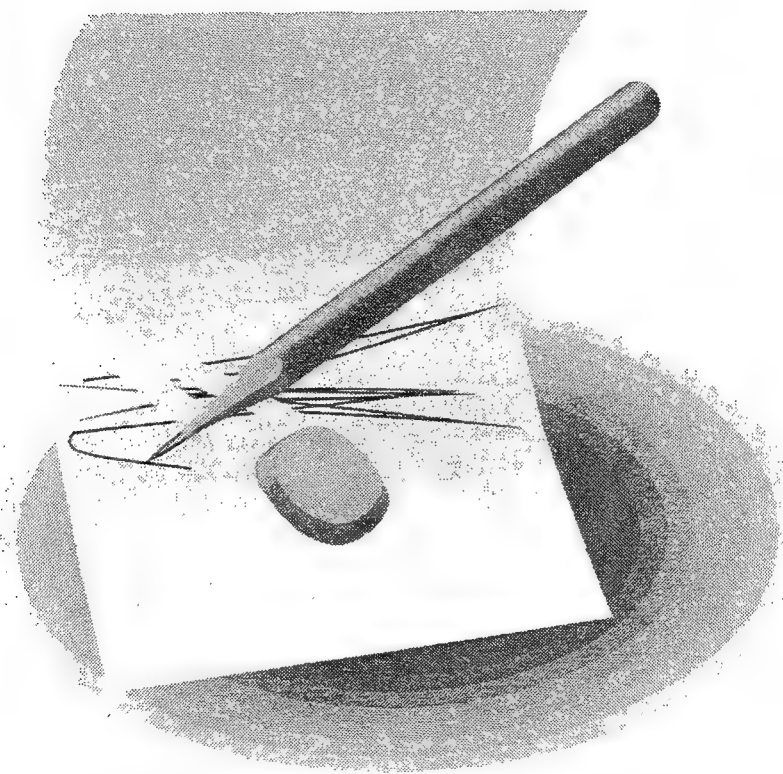
ANAS : We ... we don't have any children. Do we?

ESHA : No, but it's only a matter of time! We'll have some sooner or later!

ANAS : Just think. They could run naked in the sand all day and ... and collect seashells! And play with the dolphins! Dolphins are very civilized! They don't eat each other! We could learn their language! The language of the sea! We could sleep under the moon with our dolphin friends and—

ESHA : I don't want to run away! I'm perfectly content!





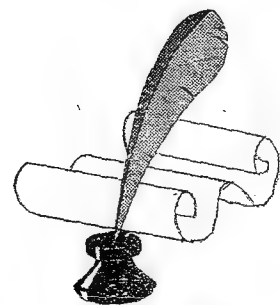


Friends,

Famous french philosopher and writer Voltaire once said, "**Poetry is the music of the soul, and above all, of great and feeling souls**"

Poetry brings out the art in writing. It is as beautiful a power of expression as painting, just more felt than seen. Poetry explicitly cannot be divided in fiction or non-fiction for poems are a combination of a poet's imagination, experiences and the skill of expression. Poetry stands as one of the oldest and most respected art forms in the world. Poems just as any other art, does not merely denote what the words convey literally. The key to understanding poetry is reading between the lines, and trying to interpret the hidden meanings and symbolisms within the poem. In this step, we will see three poems by world renowned poets. Read these poems aloud and try to follow the translations along with the poems, you will very soon start grasping the hidden symbolisms and the essence of this magnificent writing form.





**STEP-13*****Stopping By Woods On A Snowy Evening******By Robert Frost***

*Whose woods these are I think I know.  
His house is in the village, though;  
He will not see me stopping here  
To watch his woods fill up with snow.*

*My little horse must think it's queer  
To stop without a farmhouse near  
Between the woods and frozen lake  
The darkest evening of the year.*

*He gives his harness bells a shake  
To ask if there's some mistake.  
The only other sound's the sweep  
Of easy wind and downy flake.*

*The woods are lovely, dark, and deep,  
But I have promises to keep,  
And miles to go before I sleep,  
And miles to go before I sleep.*





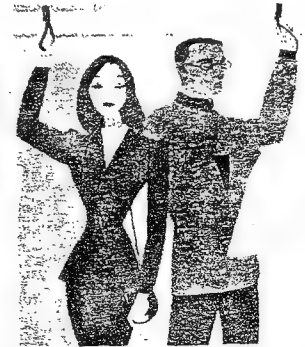
عمیق، گنجان، دلکش سجا صحرا درختوں سے .....

یہ جتنا جنگل ہے شاید  
یاد مجھے ہے اُس کا نام  
اور جہاں پر وہ رہتا ہے  
میرا جانا دیکھا گرام  
کب اُس نے یہ سوچا ہوگا  
اُس میں اُس کے تھل پر  
جب کہ برف کی فوہیا پڑتی ہوگی  
جنگل پر تھر تھر

تو کہتا ہوگا مجھ پر  
کیا پاگل پن ہوا سوار  
جو میں آکر یہاں رُوکا ہوں  
جہاں نہیں گھر در دیوار  
گھنا کھڑا ہے جنگل آگے  
جی پڑی ہے پیچھے جھیل  
اوسندھیا کے گھور تیر میں  
ڈوب گیا ہے گگن سونیل  
وہ گردن کو جھراتا ہے  
چھن چھن گھٹی بجتی ہے  
مانو پوچھ رہا ہو تم نے  
کردی کیا کچھ غلطی ہے  
اس دن کے سونے پن میں بھی  
ایک اور سُن پڑتا سوز  
مند سمیرن کی پھر پھر میں  
ہیم کی فوہیو کی جھر جھر  
گہن گھن من موہک دن ترہ  
مجھ کو آج بلاتے ہیں  
لیکن کئے جو وعدے میں نے  
یاد مجھے آجاتے ہیں  
ابھی جہاں آرام بدا  
یہ نوک نمترن چھلنا ہے  
ارے ابھی تو میلوں مجھ کو  
میلوں مجھ کو چلنا ہے

(ترجمہ)

(اے۔وی۔پن)



### *Letter to the Headmaster*

- By Abraham Lincoln

"He will have to learn, I know, that all men are not just, all men are not true. But teach him also that for every scoundrel there is a hero: that for every selfish politician, there is a dedicated leader.... Teach him that for every enemy there is a friend, it will take time, I know; but teach him if you can, that a dollar earned is of far more value than five found....

Teach him to learn to lose and also to enjoy winning. Steer him away from envy, if you can. Teach him the secret of quiet laughter. Let him learn early that the bullies are the easiest to lick... Teach him, if you can, the wonder of books... but also give him quiet time to ponder over the eternal mystery of birds in the sky, bees in the sun and flowers on a green hillside.

In school, teach him it is far more honourable to fail than to cheat...

Teach him to have faith in his own ideas, even if everyone tells him they are wrong... Teach him to be gentle with gentle people and tough with the tough. Try to give my son the strength not to follow the crowd when everyone is getting onto the bandwagon, teach him to listen to all men, but teach him also to filter all he hears on a screen of truth and take only the good that comes through.

Teach him, if you can, how to laugh when he is sad... Teach him there is no shame in tears. Teach him to scoff at cynics and to beware of too much sweetness...

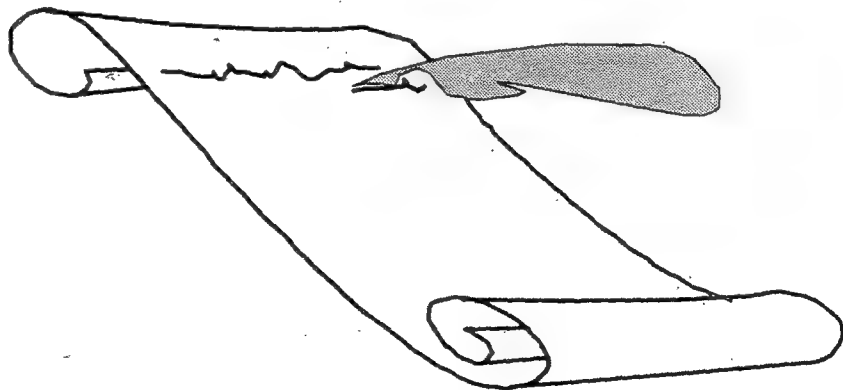
Teach him to sell his brawn and brain to the highest bidders; but never to put a price tag on his heart and soul. Teach him to close his ears to a howling mob... and to stand and fight if he



thinks he is right.

Treat him gently; but do not cuddle him because only the test of fire makes fine steel. Let him have the courage to be impatient... let him have the patience to be brave. Teach him to always have sublime faith in himself because then he will always have sublime faith in mankind.

This is a big order, but see what you can do... he is such a fine little fellow, my son!



## ابراہم لنکن کا ایک پیغام صدرِ معلم کے نام

عزتِ اُب معلم صاحب  
 تمام ادبی انصاف پسند نہیں ہوتے،  
 نہیں ہوتے سبھی سچائی کے عقیدت مند  
 میرا فرزند یہ سیکھے گا یہ بھی نہ کبھی  
 مگر اُسے یہ بھی سیکھائے کہ،  
 دُنیا میں ہر بد معاش کی طرح  
 ہوتا ہے ایک ڈرویش کر دار انسان بھی  
 خود غرض سیاست داں ہوتے ہیں جیسے  
 ہوتے ہیں اُسی طرح پوری زندگی قربان کرنے والے رہنا بھی  
 ہوتے ہیں اگر موقع کی تلاش میں دشمن،  
 تو ہمدرد دوست بھی ہوتے ہیں، میں جانتا ہوں،  
 تمام باتیں بیک وقت سکھاتے نہیں بنتی  
 پھر بھی اُس کے دل و دماغ میں جمائے  
 پسینا بہا کر کمایا ہوئے ایک پیسہ تک،  
 مفت میں ملے ہنڈے سے زیادہ قیمتی ہے۔  
 اُسے تعلیم دیجیے کیسے برداشت کرتے ہیں شکست  
 اور تعلیم دیجیے.....  
 فتح کی خوشی کو احتیاط سے منائے  
 اُسے حسد و کینہ سے دور رہنا سکھائے  
 کہنا غنڈوں سے ڈرمت جانا،  
 کیوں کہ اُنھیں اُجھ کا مناسب سے آسان ہوتا ہے  
 جتنا بن پڑے دیکھایا کیجیے اُسے  
 کتابوں کے ذخیرے کی عجیب و غریب جانکاد  
 پر ساتھ ہی ساتھ دیجیے اُس کے جی کو ذرا فرصت،  
 کہ قدرت کی قدیم خوبصورتی محسوس کر پائے وہ  
 دیکھ پائے وہ پرندوں کی آسمانی اڑان  
 سُستہری دھوپ میں منڈراتے ہوئے بھتورے  
 اور ہری بھری پہاڑی کی ڈھلان پر  
 جھومتے تھے تھے پھول  
 مدرسے میں اُسے سبق ملے  
 بے ایمانی سے حاصل کامیابی سے  
 برائے راست حاصل ناکامی بہتر ہے  
 سیکھائیے اُسے اپنے خیال، اپنی سوجھ بوجھ پر  
 چنتہ یقین رکھے وہ  
 بھلے ہی سب لوگ اُسے غلط ٹھہرائے



وہ خیر خواہوں کے ساتھ خیر خواہی برتتے  
 اور بدخواہوں کو سبق سیکھائے  
 اگر میرے فرزند کے دماغ میں جساتے بنے تو دیکھیے  
 فتح کے علم کے نیچے کھڑے ہونے کو دوڑتی بھیڑ میں  
 شامل نہ ہونے کی ہمت جٹائے وہ  
 اور یہ بھی تعلیم دیجیے اُسے  
 کے سنے سب کی ہر ایک کی  
 مگر چھان لے، اُسے سچ کی چھلنی سے  
 اور چھلکا پھینک کر حاصل کریں اصل جوہر  
 بن پڑے تو اتارے اُس کے من میں .....  
 ہتے رہو دل کا غم دبا کر  
 اور آنسوں بہاتے بھی شرماء نہیں،  
 سیکھائیے اوجھے پن کو اوچھا ماننا  
 اور چا پلو سوں سے باخبر رہنا  
 اُسے پنی پوری طرح سمجھائیے  
 خوب کمائی کرے وہ طاقت اور عقل کی قیمت سے  
 لیکن کبھی نہ فروخت کرے اپنا دل ..... اپنا ضمیر  
 ملامت کرتے ہوئے آئے مجھ اگر  
 توجہ نہ دے سیکھائیے اُسے  
 اور لکھیے اُس کے دل پر  
 جو سچ جان پڑے، قانوناً درست لگے  
 اُس کی خاطر زمین میں جما کر قدم لڑتا ہے  
 اُسے ماں جیسا پیار دیجیے  
 مگر لاڈ بیکر بگاڑیے مت  
 آگ میں جل تپ کر نکلے بنا  
 لوہا مضبوط نولا نہیں بنتا  
 اُسے عادت ڈالیے  
 کہ مصیبت میں ہمت رکھے  
 اور صبر سے کام لے وہ  
 اگر دکھانی ہے بہادری تو ہمیں یقین چاہیے خود کا مضبوط  
 تبھی جے گی اکرام الناس انسانی برادری میں  
 معاف کیجئے معلم صاحب میں بہت بول رہا ہوں  
 بہت کچھ طلب کر رہا ہوں پھر بھی دیکھیے .....  
 جتنا بن پڑے کیجئے ضرور میرا فرزند،  
 بہت پیارا بچہ ہے بھائی۔

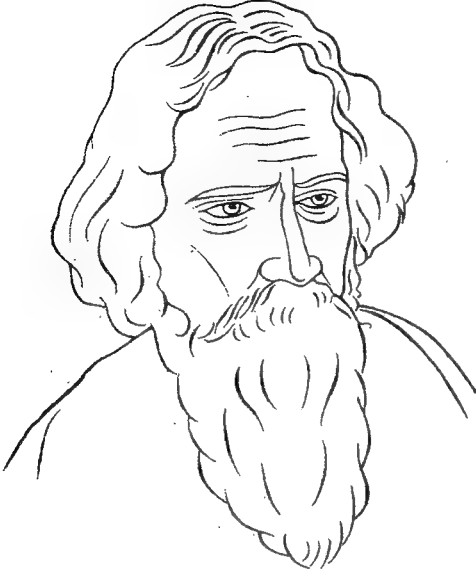


**STEP-14*****Gitanjali***

*By Rabindra Nath Tagore*

Where the mind is without fear and the head is held high  
Where knowledge is free  
Where the world has not been broken up into fragments  
By narrow domestic walls  
Where words come out from the depth of truth  
Where tireless striving stretches its arms towards perfection  
Where the clear stream of reason has not lost its way  
Into the dreary desert sand of dead habit  
Where the mind is led forward by thee  
Into ever-widening thought and action  
Into that heaven of freedom, my Father, let my country awake





## آزادی کی جنت

من ہو بے خوف جہاں  
 اور سر اونچے ہو  
 علم ہو مکمل آزاد  
 جہاں عالم تقسیم نہ ہو  
 اغراض کی تنگ دیواروں میں  
 جہاں سچ کی گہرائیوں سے  
 لفظ ابھر کر اوپر آئے  
 مسلسل کوشش جہاں پر  
 بائیس پھیلائیں مکمل کی جانب  
 جہاں انصاف کا شفاف جھرنا  
 عارضی موت میں بے راہ نہ ہو پائے  
 تیری سعی میں بڑھتے ہو  
 عمدہ فعل و خیال بھی  
 ایسے آزادی کی جنت میں  
 ہے خدا  
 بے دار رہے میرا ملک

## *Footprints in the Sand*

*By Mary Stevenson*

One night a man had a dream. He dreamed  
he was walking along the beach with the LORD.  
Across the sky flashed scenes from his life.  
For each scene he noticed two sets of  
footprints in the sand: one belonging  
to him, and the other to the LORD.

When the last scene of his life flashed before him,  
he looked back at the footprints in the sand.  
He noticed that many times along the path of  
his life there was only one set of footprints.

He also noticed that it happened at the very  
lowest and saddest times in his life.  
This really bothered him and he  
questioned the LORD about it:

"LORD, you said that once I decided to follow  
you, you'd walk with me all the way.  
But I have noticed that during the most  
troublesome times in my life,  
there is only one set of footprints.  
I don't understand why when  
I needed you most you would leave me."

The LORD replied:

"My son, my precious child,  
I love you and I would never leave you.  
During your times of trial and suffering,  
when you see only one set of footprints,  
it was then that I carried you."





## نشان قدم

ایک رات میں نے خواب دیکھا  
 ندی کے ریتیلے کنارے پر  
 میں اور مرے ساتھ مدد خدا  
 چل رہے ہیں ساتھ ساتھ  
 دو جوڑی قدموں کے نشان  
 نقش ہے ریت پر دوڑ تک  
 ایک میرے، دوسرے مدد خدا کے  
 تجھی دیکھتا ہوں کیا .....  
 آسمان کے عظیم نشان پر دے پر  
 منظر ابھرنے لگے میرے ماضی کے  
 میں نے دیکھا ..... یہ کیا!  
 ندی کے ریتیلے کنارے پر  
 ایک ہی جوڑا نقش ہے قدموں کا  
 مجھے یاد آیا ..... یہ تو وہ دن تھے  
 جب میری بد قسمتی تھی اپنی بلندی پر  
 میں نے مجروح ہو سوال کیا  
 تم نے تو کہا تھا نا  
 زندگی بھر ساتھ دو گے میرا  
 میرے ناخدا بن  
 اور تم نے مجھے چھوڑ دیا  
 مقابلہ کرا کیلا  
 جبکہ مجھے تمہاری سب سے زیادہ ضرورت تھی  
 مدد الہی مسکرائی  
 آہستہ بولی  
 میرے بچے .....  
 میں نے تمہیں کبھی چھوڑا نہیں  
 یہ جو دو قدموں کے نشان دیکھتے ہونا!  
 وہ میرے ہیں .....  
 درد کے لحوں میں  
 گود میں اٹھایا تھا جب میں نے تم کو۔



## STEP - 15

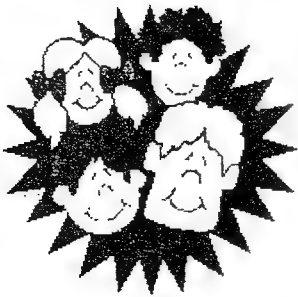
### Friendship

He that is the friend indeed.  
 He will help you thy in need  
 If the sorrow, he will weep.  
 If thou wake, he cannot sleep.

Thus of every grief in heart  
 He will be doth bear apart  
 These certain signs to know  
 faithful friend from fluttering foe

### دوستی

سچا دوست اُسے ہی مانو  
 وقت ضرورت آئے کام  
 اگر تمہیں ہو تکلیف ذرا بھی  
 اشک ہے اُس کے بے ڈارو قطار  
 اگر تم جاگو تکلیف لیکر  
 اُس کی بھی ہو نیند حرام  
 دوستی وہی جو رہے بانٹنا  
 غم تمہارے صبح، شام  
 انہیں کرتوں سے پہچانو  
 وفادار دوست اور دشمن



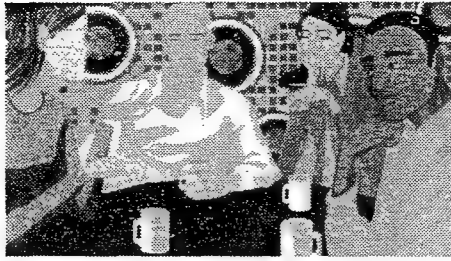
## Little Birdie

What does little birdie say  
 In her nest at peep of day  
 Let me fly say little birdie.....  
 mother let me fly away  
 Wait little birdie.... wait some long  
 Till your little wings are stronger  
 So she waits little longer  
 & then she flies away.

تھی چڑیا کیا کہتی ہے

منھی چڑیا کیا کہتی ہے  
 صبح سویرے ہونے پر  
 ماں مجھ کو اڑ جانے دو تم  
 میں اڑ جاؤں گی پھر پھر  
 ذرا ٹھہرو منھی چڑیا  
 ابھی تمہارے ننھے پر  
 ذرا ٹھہری منھی چڑیا  
 اور اڑ گئی پھر پھر





Friends,

Short stories are amongst the easiest literature in English to get hold of. Undersized, precise but never compromising on its literate value. They are good to start with if you have never read a longer text like novel or any other fiction or non-fiction book before. Although a short story forms its own genre, they are often written in many moods. Unlike a novel, a short story does not carry multiple dispositions to itself; a short story always revolves one central idea or feel to it. In this section of the book we will look at three short stories written in varied moods and will try to analyze the central idea behind them.



**STEP-16****A Brother like That**

'A brother like that' is an emotional story of two brothers and as the name suggests their unconditional love. Let us see how these two brothers touch the life of a complete stranger in a way both unimaginable and magical, hence transforming him in a better person.

**Story**

A friend of mine named Paul received an automobile from his brother as a Christmas present. On Christmas Eve when Paul came out of his office, a street urchin was walking around the shiny new car, admiring it. "Is this your car, Mister?" he asked.

Paul nodded. "My brother gave it to me for Christmas." The boy was astounded. "You mean your brother gave it to you and it didn't cost you nothing? Boy, I wish . . ." He hesitated.

Of course Paul knew what he was going to wish for. He was going to wish he had a brother like that. But what the lad said jarred Paul all the way down to his heels.

"I wish," the boy went on, "that I could be a brother like that."

Paul looked at the boy in astonishment, then impulsively he added, "Would you like to take a ride in my automobile?"

"Oh yes, I'd love that."

After a short ride, the boy turned and with his eyes aglow, said, "Mister, would you mind driving in front of my house?"

Paul smiled a little. He thought he knew what the lad wanted. He wanted to show his neighbors that he could ride home in a big automobile. But Paul was wrong again. "Will you stop where those two steps are?" the boy asked.

He ran up the steps. Then in a little while Paul heard him coming back, but he was not coming fast. He was carrying his little crippled brother. He sat him down on the bottom step, then sort of squeezed up against him and pointed to the car.



"There she is, Buddy, just like the one I told you upstairs. His brother gave it to him for Christmas and it didn't cost him a cent. And some day I'm gonna give you something just like it ... then you can see for yourself all the pretty things in the Christmas windows that I've been trying to tell you about."

Paul got out and lifted the lad to the front seat of his car. The shining-eyed older brother climbed in beside him and the three of them began a memorable holiday ride.

That Christmas Eve, Paul learned what Jesus meant when he had said: *"It is more blessed to give . . ."*



## All I Really Needed to Know I learned at Kindergarten

'All I Really Needed to Know' is a beautiful piece of writing which contains a description of the things we learn at kindergarten or nursery school. It bears a comparison of these simple things that we learn then and how these are ultimately the things that matter to us adults.

### Story

Most of what I really need to know about how to live and what to do and how to be, I learned in kindergarten. Wisdom was not at the top of the graduate mountain, but there in the sandbox at nursery school.

These are the things I learned: Share everything. Play fair. Don't hit people. Put things back where you found them. Clean up your own mess. Don't take things that aren't yours. Say you're sorry when you hurt somebody. Wash your hands before you eat. Flush. Warm cookies and cold milk are good for you. Live a balanced life. Learn some and think some and draw and paint and sing and dance and play and work every day some.

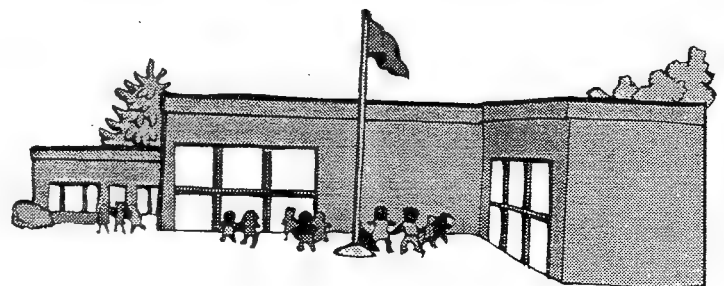
Take a nap every afternoon. When you go out into the world, watch for traffic, hold hands and stick together. *Be aware of wonder.* Remember the little seed in the plastic cup. The roots go down and the plant goes up and nobody really knows how or why, but we are all like that.

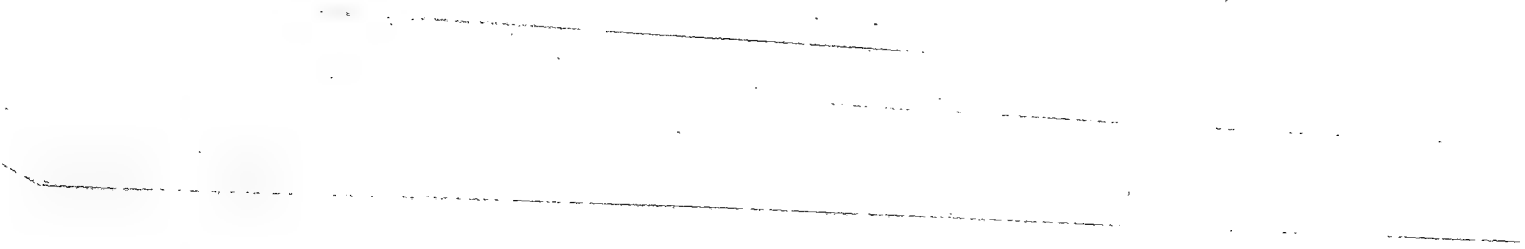
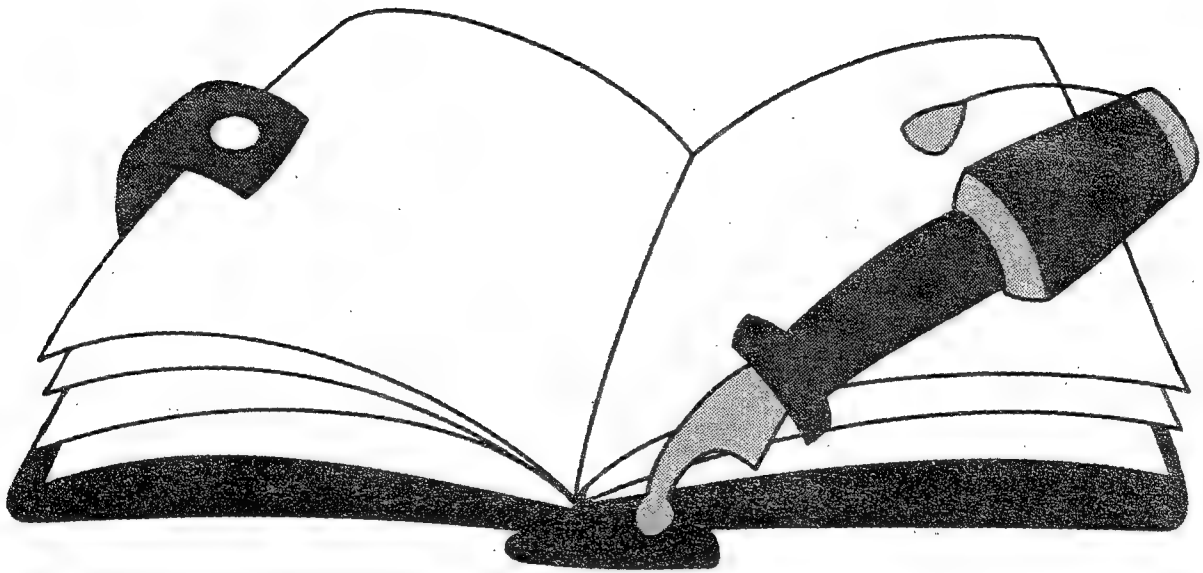
Goldfish and hamsters and white mice and even the little seed in the plastic cup — they all die. So do we.

And then remember the book about Dick and Jane and the first word you learned, the biggest word of all:

LOOK. Everything you need to know is in there some-where. The Golden Rule and love and basic sanitation. Ecology and politics and sane living.

Think of what a better world it would be if we all — the whole world — had cookies and milk about 3 o'clock every afternoon and then lay down with our blankets for a nap. Or if we had a basic policy in our nations to always put things back where we found them and cleaned up our own messes. And it is still true, no matter how old you are, when you go out into the world, it is better to hold hands and stick together.







**STEP-17****Are you God?"**

The next story is a very emotional yet simple story. The main idea to this story is motivational. The story talks about a little encounter between a little child and woman in a busy marketplace of a town. Read the story aloud, and see if you can explain the gist of the story in your own words.

**Story**

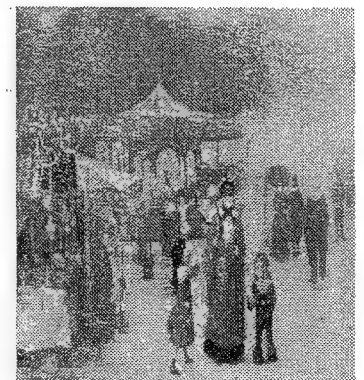
One cold evening during the holiday seasons a little boy about six or seven was standing out in front of a store window. The little child had no shoes and his clothes were mere rags. A young woman passing by saw the little boy and could read the longing in his pale blue eyes. She took the child by the hand and led him into the store. There she bought him some new shoes and a complete suit of warm clothing.

They came back outside into the street and the woman said to the child, "Now you can go home and have a very happy holiday".

The little boy looked up at her and asked, "Are you God, Madam?"

She smiled down at him and replied, "No, son I am just one of his children."

The little boy then said, "I knew it, you had to be in some relation to him."





### Nothing But the Truth

The following account is a short and humorous real life story narrated by a journalist. Go on to read the account and notice the narrative's entertainment style and subtle humor.

#### Story

David Castevens of the *Dallas Morning News* tells a story about Frank Szymanski, of Notre Dame center in the 1940s, who had been called as a witness in a civil suit at South Bend.

"Are you on the Notre Dame football team this year?" the judge asked.

"Yes, Your Honor."

"What position?"

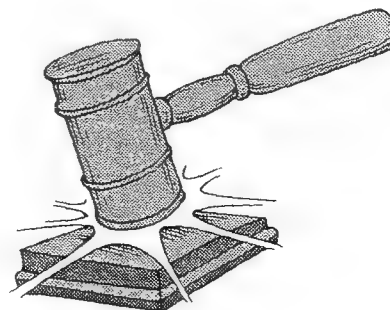
"Center, Your Honor."

"How good a center?"

Szymanski squirmed in his seat, but said firmly: "Sir, I'm the best center Notre Dame has ever had."

Coach Frank Leahy, who was in the courtroom, was surprised. Szymanski always had been modest and unassuming. So when the proceedings were over, he took Szymanski aside and asked why he had made such a statement. Szymanski blushed.

"I hated to do it, Coach," he said. "But, after all, I was under oath."



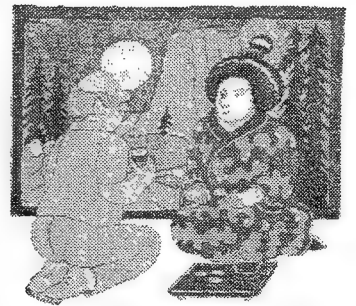
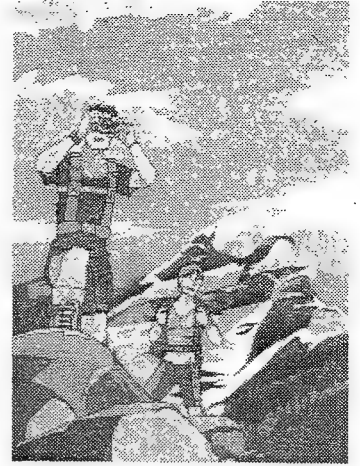
**STEP-18****The Wise Woman's Stone**

The wise woman's stone is a moralistic piece of writing. The following short story goes on with a wise woman and the events that follow her finding of a precious stone. Now go on and read the piece below. You may recall more such stories that you might have heard in your mother tongue in the past, after reading this story try to narrate the older stories that you have heard before. It might take a little while to master this art but narrating short stories comes in hand when you want to convey personal incidents or events to your friends. Try it.

**Story**

A wise woman who was traveling in the mountains found a precious stone in a stream. The next day she met another traveller who was hungry and the wise woman opened her bag to share her food. The hungry traveller saw the precious stone in the wise woman's bag, admired it and asked the wise woman to give it to him. The wise woman did so without hesitation. The traveller left, rejoicing in his good fortune. He knew the jewel was worth enough to give him security for the rest of his life.

But a few days later he came back searching for the wise woman. When he found her, he returned the stone and said, "I have been thinking. I know how valuable this stone is, but I give it back to you in the hope that you can give me; what you have within you that enabled you to give me the stone."





## Abraham Lincoln Didn't Quit

Read below the account of a great hero in his own words. The inspirational piece holds the description of his journey from a pauper to the president, read and then decide for yourself if even after all the failures he faced in his life, would you call HIM a Failure?

*The sense of obligation to continue is present in all of us. A duty to strive is the duty of us all. I felt a call to that duty.*

### Abraham Lincoln

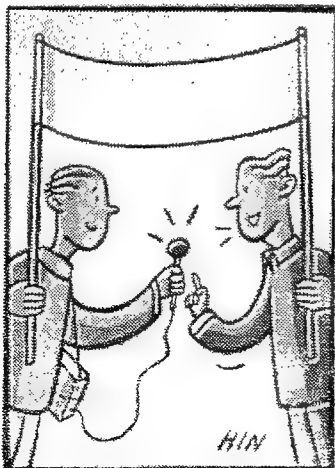
Probably the greatest example of persistence is Abraham Lincoln. If you want to learn about some-body who didn't quit, look no further.

Born into poverty, Lincoln was faced with defeat throughout his life. He lost eight elections, twice failed in business and suffered a nervous breakdown.

He could have quit many times — but he didn't and because he didn't quit, he became one of the greatest presidents in the history of our country.

Lincoln was a champion and he never gave up. Here is a sketch of Lincoln's road to the White House:

- 1816 His family was forced out of their home. He had to work to support them. 1818 His mother died.
- 1831 Failed in business.
- 1832 Ran for state legislature — *lost*.
- 1832 Also lost his job — wanted to go to law school but couldn't get in.
- 1833 Borrowed some money from a friend to begin a business and by the end of the year he was bankrupt. He spent the next 17 years of his life paying off this debt.
- 1834 Ran for state legislature again — *won*.
- 1835 Was engaged to be married, sweetheart died and his heart was broken.
- 1836 Had a total nervous breakdown and was in bed for six months.
- 1838 Sought to become speaker of the state legislature — *defeated*.
- 1840 Sought to become elector — *defeated*.
- 1846 Ran for Congress again — *this time he won* — went to Washington and did a good job.
- 1848 Ran for re-election to Congress — *lost*.
- 1849 Sought the job of land officer in his home state — *rejected*.
- 1854 Ran for Senate of the United States — *lost*. 1856 Sought the Vice-Presidential nomination at his party's national convention — got less than 100 votes.
- 1858 Ran for U.S. Senate again — *again he lost*. 1860 *Elected president of the United States.*



*The path was worn and slippery My foot slipped from under me, knocking I be other out of the way, but I recovered and said to myself, "It's a slip and not a fall."*

Abraham Lincoln After losing a senate

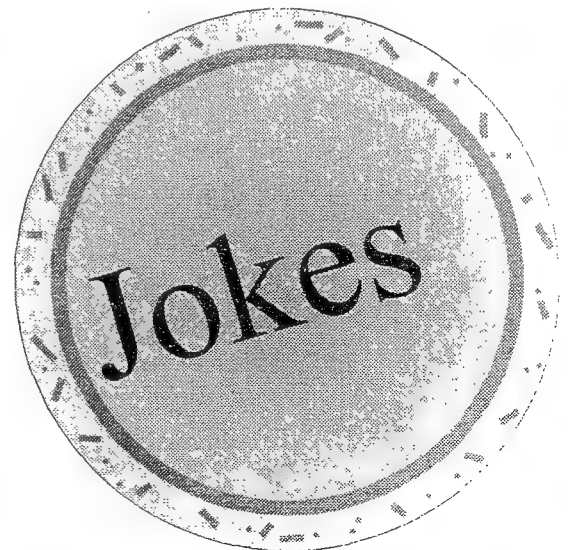
Source Unknown



Friends,

One of the most under exploited and neglected areas within perfecting the communication of a language is humour. How many course books have a section on humour? How many syllabi include the ability to tell or understand a joke? Yet understanding the sense of humour and jokes is a key element of understanding and participating in the general dialogue and discussions amongst a group. Jokes, undoubtedly will make up the most remarkable section in this book, it's not only easier to follow but also very interesting.

Now let us proceed with our fun lesson on grasping the humour, just in a different language than usual.





## STEP-19

### Kids Jokes

Kids due to their unending curiosity, often go on to say the funniest of things without even realizing it. Although these jokes are often funny for people of all ages, kids and adults alike, they are typically geared towards children and young adults. By this, we mean that they have a shortness and simpleness about them that allow an individual at virtually any age to get a good laugh. Here is a collection of few jokes we will try to understand as part of our exercise for improving our English skills.

#### JOKE # 1

There were three guys and a dragon . The dragon said, "I am going to eat you.

The first guy said, "No, let's make a deal."

The dragon said ,"O.K. what kind of deal?"

The second guy said, "If we each tell you something that we think you can't do, and you can do all of it, you may eat us." The dragon agreed to the deal.

So the first guy said, "Go to the barn, eat 16 rooms of hay,". The dragon did it.

The second guy said, "Drink half of the ocean water." The dragon succeeded in doing this, also.

The third guy burped, and said, "Catch it and paint it green."

The three guys lived happily ever after!

#### JOKE # 2

Nazia : Would you remember me in a month?

Mom : sure

Nazia : Would you remember me in a week?

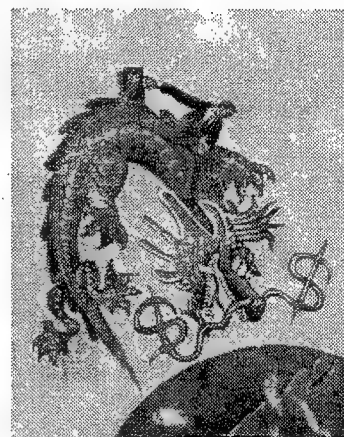
Mom : sure

Nazia : Would you remember me in a day?

Mom : sure

Nazia : Would you remember me in an hour?

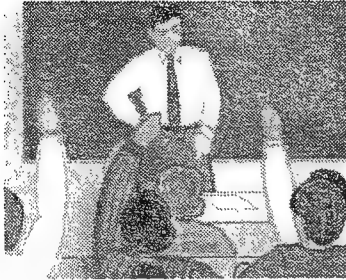
Mom : sure





Nazia : Would you remember me in a minute?  
 Mom : sure  
 Nazia : Would you remember me in a second?  
 Mom : sure  
 Nazia : Knock, Knock  
 Mom : Who's there?  
 Nazia : **Mommy, You forgot me already!**

### JOKE # 3



Mother : What did you learn in school today  
 Son : How to write  
 Mother : What did you write?  
 Son : **I don't know, they haven't taught us how to read yet!**

### JOKE # 4

Teacher : Are you good at math?  
 Pupil : Yes and no  
 Teacher : What do you mean?  
 Pupil : **Yes, I'm no good at math!**



### JOKE # 5

Why did Rehman take a ruler to bed?  
**Because he wanted to see how long he slept!**

### JOKE # 6

Teacher : What is further away, Australia or the Moon?  
 Pupil : **Australia, you can see the Moon at night!**

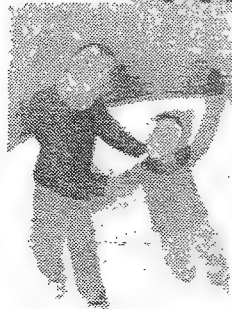
### JOKE # 7

Teacher : Name four members of the cat family  
 Pupil : **Daddy cat, mummy cat and two kittens!**

### JOKE # 8

A young boy walked up to his father and asked, "Dad, does a lawyer ever tell the truth?"

The father thought for a moment. "Yes, son. Sometimes a lawyer will do **anything to win a case.**"





## STEP-20

### Regular Jokes

Here are few jokes from the general masses. See, if you can understand these. To practice the skill better, you may even recite these in front of your friends hence, entertaining them as well as sharpening your English speaking skills.

Exhausted after driving all night, a man decided to pull over to get some sleep. He had just settled back to snooze when he heard a knock on his window. He opened his eyes to jogger, who asked "Excuse me, but do you have the time?"

"It's 8:10"

"Thanks," he replied, running off. The man had just dozed off again when there was another knock.

"What time is it?" asked a hiker.

"8:25". Fed-up, the man put a sign on his window that read "I DON'T KNOW WHAT TIME IT IS!"

Knock-knock! He was suddenly awakened again. "What?" he yelled at the boy standing in front of him.

"It's 8:30!."

A new client had just come in to see a famous lawyer.

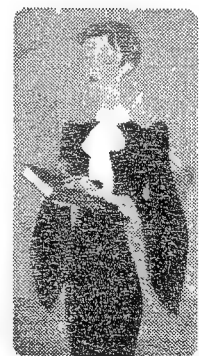
"Can you tell me how much you charge?", said the client.

"Of course", the lawyer replied, "I charge \$200 to answer three questions!"

"Well that's a bit steep, isn't it?"

"Yes it is", said the lawyer, "And what's your third question?"

A lawyer opened the door of his BMW, when suddenly a car came along and hit the door, ripping it off completely. When the police arrived at the scene, the lawyer was complaining bitterly about the damage to his precious BMW. "Officer, look what they've done to my Beamer!!!", he whined. "You lawyers are so materialistic, you make me sick!!!!" retorted the officer, "You're so worried about your stupid BMW, that you didn't even notice that your left arm was ripped off!!!!". "Oh my god....", replied the lawyer, finally noticing the bloody left shoulder where his arm once was, "Where's my Rolex?"





Taking his seat in his chambers, the judge faced the opposing lawyers. "So," he said, "I have been presented, by both of you, with a bribe." Both lawyers squirmed uncomfortably. "You, attorney Leon, gave me \$15,000. And you, attorney Campos, gave me \$10,000." The judge reached into his pocket and pulled out a check. He handed it to Leon "Now then, I'm returning \$5,000, and we're going to decide this case solely on its merits."

The Judge admonished the witness, "Do you understand that you have sworn to tell the truth?"

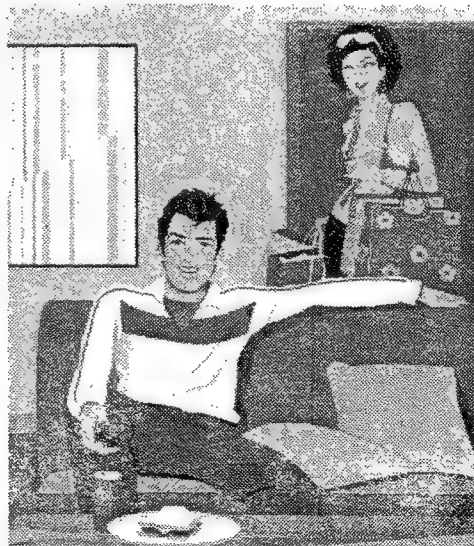
"I do."

"Do you understand what will happen if you are not truthful?"

"Sure," said the witness. "My side will win."

Husband : I hear that husband and wife  
are not allowed to be together in heaven,  
is that so??

Wife : Yes Honey, thats why it is called  
heaven



### Funny Incident

Our life is full of various events but some incidents play a special part in life's experiences. When such incidents come to our recollection, it makes us happy and cheerful. You might have felt the need in the past to describe your personal events such as these to your friends but could have kept the urge inside you for the fear of messing up in the recitation or description in English. This section will assist you in doing so.

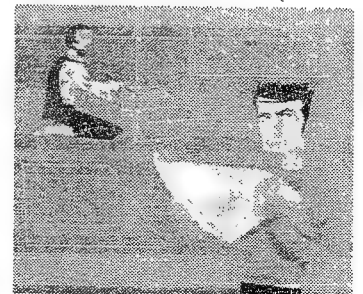
Here we are providing you the description of one such real life incident. This took place with a person who has been working for quite a long shift at his job and has been given to carry out one last task for the day.

Read the incident below paying attention to the style of narration of the speaker while describing the incident.

About six month ago I used to drive a taxi at weekends and I worked 13 to 16 hours a day for some extra cash. Once after a 16 hours shift, I called my controller on the radio and told him I am going home. It was early in the morning and there was no driver at the base therefore my controller told me to stay another 30 minutes. After 15 minutes my controller passed me a job on radio, before accepting the job I asked my controller 'is it local job?' he replied 'yes'. I went and knocked the door of given address and two people came out with big suitcases. When I saw their suitcases I became bit suspicious that this job is not local they are going to the airport. I asked them 'where are you going sir?' they replied 'Heathrow airport' (it was about 2 hours journey). I was tired and feeling sleepy and when I heard that job is going to heathrow I felt even more tired. Anyway now I wasn't able to refuse the job so I put the passangers suitcases quickly and angrily in my car's trunk and drove towards heathrow airport. I switched off my radio to avoid the controller fully aware that it was not allowed to keep your mobile phone on while working.

I was on my way to the airport and when I reached near the airport I asked my passengers 'which terminal you are going sir' (there are four terminals in heathrow airport) in return there was no reply. Again I asked 'which terminal you going sir' again no reply, third time while repeating my question I turned my head toward passengers seat. I was shocked, there were no passengers in my car and I realized that in haste I forgot to board the passengers. I only loaded their luggage and left.

Similarly, try to recite your personally witnessed incidents in a similar fashion using the above stated description as a guide.



### Just For Fun

Here, are a few one-liners or funny one line quotes for you all. Take it as a break from the hard work you have been doing and you will never know the different techniques you will simultaneously acquire in understanding English humour.

It's always darkest before dawn. So if you're going to steal the neighbor's newspaper, that's the time to do it.

Monday is an awful way to spend 1/7th of your life.

No one is listening until you make a mistake.

The Bermuda Triangle got tired of warm weather. It moved to Finland. Now Santa Claus is missing.

There are two theories to arguing with women. Neither one works.

To steal ideas from one person is plagiarism; to steal from many is research.

What happens if you get scared half to death twice?

When there's a will, I want to be in it.

Why is abbreviation such a long word?

I used to have an open mind but my brains kept falling out.

Always remember you're unique - just like everyone else.





Grammar

## Pronunciation Part - I

دوستوں،

ویسے تو آپ کو تلفظ (Pronunciation) میں تعاون اس مواد کے ساتھ دستیاب کرائی گئی C.D. سے بھی مل جائے گی، لیکن اب وقت آ گیا ہے جبکہ آپ سے Spoken English کے چند بنیادی اصولوں کی باریکیوں کے بارے میں بھی تذکرہ کر لیا جائے آپ کو تحریری مواد کو بول کر پڑھنے میں بھی مدد ملے گی۔

آواز پر زور (ایکسینٹ) Accent

English Language میں Conversation کے وقت الفاظ کے تلفظ یا Pronunciation کی اہمیت کسی سے مخفی نہیں ہے۔ تلفظ کے نظریہ سے انگریزی کے الفاظ کو دو حصوں میں تقسیم کر دیکھا جاسکتا ہے۔

(۱) لفظ کا وہ بڑا حصہ جیسے معمولی طریقے سے بولا جاتا ہے یعنی بغیر زور ڈالے۔

(۲) لفظ (Word) کی وہ مقدار یا حرف جیسے خاص زور دیکر بولتے ہیں۔

مثال کے طور پر

Common	کامن	عام
Doctor	ڈاکٹر	طیب
English	انگش	انگریزی

ان مثالوں میں ابتدائی حرف پر زور دیکر تلفظ ہوتا ہے، باقی حصہ عام آواز میں بول دیا جاتا ہے۔ لگاتار بولنے و سننے سے کس حرف صحیح یا حرف آواز پر زور دینا ہے و کونسا عام طریقے سے بولنا ہے اس کی اچھی مشق ہو جائے گی۔

مثلاً

لفظ جن کے ابتدائی حصے پر	لفظ جن کے بعد والے حصے پر
زور دیا جاتا ہے	زور دیا جاتا ہے
answer - آنسر	about - اباؤٹ
always - آلویز	account - اکاؤنٹ
better - بیٹر	adress - ایڈریس
bowel - باؤل	apply - اپلائے
city - سیٹی	between - بیٹوین
difference - ڈفرینس	beside - بیسائڈ
figure - فیکر	suggest - ساجسٹ



Today - ٹوڈے	Fortune - فارچون
upon - اپون	golden - گولڈن
without - وڈاؤٹ	husband - ہسبند
	open - اوپن

### Intonation (انسٹونیشن) یا اصلوب آواز

Conversation میں پستی و بلندی کی بہت اہمیت ہے۔ تمام احساس کا اظہار حروف آواز کی پستی و بلندی پر منحصر ہے فلموں میں، ڈراموں میں، ٹی۔وی۔پر، ریڈیوں پر کوئی بھی پیش کش dialogue delivery (مکالمہ آرائی) کہلاتی ہے۔ جس میں تمام دار و مدار Intonation یا اصلوب آواز پر ہی رہتا ہے۔

مثال کے لئے Imperative Sentence میں order, instruction, request متعلق جملے عام طور سے ایک جیسے ہی ہوتے ہیں۔ کم از کم Grammer کے نظریہ سے صرف Intonation یا اصلوب آواز سے ہی اُن کا احساس ظاہر ہوتا ہے۔

Please keep quite (Request)

Keep quite please. (Instruction)

Keep quite. (Order)

Tone کے نظریہ سے بھی لو لے جانے والے sentences کو تین categories میں رکھا جاسکتا ہے۔

- I Falling tone پست ہوتی آواز
- II Rising tone بلند ہوتی آواز
- III Mixed tone مرکب آواز

Falling tone	Rising tone	Mixed tone
What a wonderful child.	Please be seated.	She is intelligent.
How fascinating.	Please don't mind it.	The scene was good.
So beautiful	Do you know Urdu ?	I shall come today.
Come here.	Have you seen TajMahal ?	I can't promise.
Who is your friend ?	How is your mother ?	I may come.
		I may not.

### (حروف مخفف) Silent letters

انگریزی زبان کی ایک خاصیت یہ ہے کہ اردو زبان کی طرح ایسے ویسے ہی نہیں بولا جاتا، جیسا لکھا جاتا ہے۔ کئی بار تو کچھ حروف جو لکھے جاتے ہیں۔ اُن کا تلفظ ہی نہیں ہوتا، جیسے :





(k اور d کا کوئی تلفظ نہیں) Knowledge  
 (K کا تلفظ نہیں) Pneumonia (P کا تلفظ نہیں)  
 ویسے تو کوئی مقررہ اصول تمام پر عائد نہیں ہے، پر روایات کے مطابق چند عام عادتیں اس طرح ہیں۔

### EGHKPW (1)

اگر لفظ کے شروع میں آویں تو عام طور پر تلفظ نہیں ہوتے۔ مثال:

نیٹ (چھڑ)	-	Gnat
نو (جاننا)	-	Know
نی (گھٹنا)	-	Knee
سادک (روح)	-	Pyehé
رانگ (غلط)	-	Wrong
رسٹ (کلائی)	-	Wrist
ارلی (جلدی)	-	early
ارن (کماتا)	-	Earn
آئیٹ (ایماندار)	-	Honest
آور (گھنٹہ)	-	Hour

لیکن E و H سے شروع ہونے والے چند الفاظ اس سے استثناء ہیں۔ جیسے:

ایگر (اشتیاق مند)	-	Eager
اتج (آرام)	-	Ease
ہوم	-	Home
ہاؤس	-	House

(۲) B اگر لفظ کے آخر میں m کے بعد b آئے اور اگر لفظ میں b کے فوراً بعد t آئے تو مخفف رہتا

ہے۔ مثال: Bomb - بم - Dumb - ڈم - Doubt - ڈاؤب - Debt - ڈیٹ

(۳) C اور D

لفظ میں S کے بعد C آئے تو مخفف رہے گا۔ اسی طرح d کے بعد g ہو تو خاموش رہے گا۔

جیسے: Science سائنس - Edge آتج (کنارا) - Knowledge نوئج (معلومات) - Bridge

بترج (پل) - Pledge پلج (وعدہ) - Judge جج (قاضی)

(۴) H اور G



Spelling میں G سب سے زیادہ Silent یا مخف حرف ہے۔ خاص کر G کے بعد N آتا ہے تو G کا تلفظ نہیں ہوتا ہے جیسے۔

Gnat نیٹ (پچھر) - Gnaw نا (کترنا) -

کسی Word میں H اگر C.P.S.T.K.B. کے بعد آتا ہے تو 'ھ' کی طرح Pronounce ہوتا ہے۔ Proper Noun میں یہ بکثرت استعمال ہوتا ہے، جیسے : Push, Theory, Bharat وغیرہ

اگر word میں کسی حرف آواز (Vowel like a,e,i,o,u) کے بعد gn کا استعمال ہو تو ان کا تلفظ نہیں کیا جائے گا۔ جیسے : Sign سائن (دستخط) - Foreign فارین (غیر ملکی) - Strength اسٹرنٹھ (قوت) - daughter ڈاٹر (دختر) - Right رائٹ (دُرسٹ) - High ہائی (اعلیٰ) - Night نائٹ (رات)

(۵) L حرف اکثر تبا خاموش رہتا ہے جب L کے اوّل a یا u آواز لگا ہو اور L کے بعد کوئی حرف صحیح مثلاً Almond آمنڈ (بادام) - Balm بام - Talk ٹاک (بات کرنا) - Half ہاف (ادھایا نصف)

(۶) M حرف کے فوراً بعد Spelling میں اگر n آئے تو n کا تلفظ نہیں ہوگا۔ جیسے : Damn ڈم (بھاڑ میں جائے) - Autumn اٹم (پت چھڑ)

(۷) P سے اگر کسی لفظ کی Spelling شروع ہو اور دوسرا حرف N,S اور T ہو تو 'P' Silent رہے گا جیسے :

Pneumonia نیومونیا (بیماری)

Psalm سام (حم)

Psychology سائکولوجی





## Pronunciation of Vowels

### حروفِ آواز کا تلفظ

چند قابلِ تحریر نقاط

- English میں صرف پانچ حروفِ آواز ہیں a, e, i, o, u جو تلفظ میں کہیں کہیں w اور y کبھی کبھی اعراب کے عمل کا کام کرتے ہیں۔
- اُردو میں ا سے اُن، اہ تک کل تیرہ آوازیں ہیں اور اہ کو چھوڑ کر باقی 2 آوازیں اعراب کے عمل کے کام آتے ہیں۔
- English میں Spelling لکھتے وقت حرفِ آواز یا Vowel ہمیشہ مکمل لکھا جاتا ہے۔ چاہے اُس کا استعمال حرفِ شکل میں ہو یا اعراب کی شکل میں۔ جیسے: Elephant ایلیفینٹ (ہاتھی) اور Real رینل (حقیقت)
- اُردو میں آواز۔ اعراب کی شکل میں الگ طریقے سے لکھا جاتا ہے جیسے اِلی، اُلُو اور اعراب کی شکل میں الگ جاتا ہے۔ جیسے: کتاب، قرآن۔
- اُردو میں جیسا تلفظ ویسا ہی لکھنا ہوتا ہے۔ جیسے: جگہ، اُردو وغرہ
- English میں ایک ہی آواز کا کئی کئی طرح سے تلفظ ہوتا ہے Put پُٹ، Cut کٹ، Fair فیئر، Care کیئر وغیرہ۔

### Various Pronunciations of Vowel 'a'

'a' کے مختلف تلفظ

a کا تلفظ آ آن اے آوازوں کے لئے ممکن ہے۔ ai (اے) ay (ایچ) کی شکل میں بھی a کا استعمال ہوتا ہے۔ مندرجہ ذیل الفاظ دیکھیں age, air, all, again, alone, above, fast, ball, rest, chain وغیرہ۔

E کا تلفظ

E سے زیادہ کام میں آنے والا Vowel ہے خاص طور سے یہ اے ای و اے کی طرح بولا جاتا ہے، لیکن دیگر آوازوں کے ساتھ ملکر اس کے مختلف تلفظ ہو جاتے ہیں۔ چند الفاظ دیکھیں۔

(ایسٹ)	East	(انگلیش)	English
(آیٹ)	Eight	(ایوری)	Every
(ٹری)	Tree	(بریڈ)	Bread
(رائس)	Rice	(کائٹ)	Kite
(ہیڈ)	Head	(کیئر)	Clear



## L کا تلفظ

Word کی شروعات اگر a سے ہو تو ای کی طرح لیکن اعراب کی شکل میں Spelling کے درمیان میں آئی تو ای - آئی - آئے کی طرح تلفظ ہوتا ہے کچھ مثال دیکھیے - Income (انکم) - Ice (آئس) - with (وڈ) - Fire (فائر) - Right (رائٹ) - Union (یونین)

## O کے تلفظ

● خاص ا - او - او - او کی طرح O کا تلفظ کیا جاتا ہے۔ جیسے : Son (سن) فرزند  
Come کم (آنا) - Orphan (آرفن) یتیم - Onion اونین (پیاز) - Local لوکل (مقامی) - Gold گولڈ (سونا) - Out آؤٹ (باہر) - Old اولڈ (پرانا) وغیرہ  
● O یعنی OO کی شکل میں لکھنے پر او کے اعراب کی طرح تلفظ ہوتا ہے۔

Food فوڈ - Look لگ - Room روم

● کچھ غیر مقتید بھی ہیں Flood فلڈ (سیلاب) - Blood بلڈ (خون)

● O کے ساتھ کسی کسی word میں u - w جوڑتے ہیں تو تلفظ او - او - او ہو جاتا ہے۔

● Our اوز (ہمارا) - How ہاؤ (کیسے) - Loud لاؤڈ (اوپنی آواز) - Four فور (چار)۔

● کہیں کہیں O کا تلفظ 'و' کی طرح ہوتا ہے One ون (ایک) - Once ونس (ایک بار)

## "U" کے تلفظ

● لفظ کے شروع میں 'ن' آنے پر 'ا' اور 'یو' کی طرح تلفظ ہوتا ہے۔ جیسے :

● Under انڈر (نیچے) - Up اپ (اوپر) - Union یونین (تنظیم) - Useful یوجھول

(کارآمد)

● word کے درمیان spelling کے درمیان میں آنے پر اعراب کی طرح 'ا' یا 'او' کا تلفظ ہوتا

ہے۔ جیسے : Put پٹ (رکھنا) - Rule رول (اصول) - Music میوجک (موسیقی) - Super

سوپر (بہتر)

● اسی طرح یا خاموش Silent رہ جاتا ہے۔ جیسے : Cut کٹ - But بٹ (لیکن)

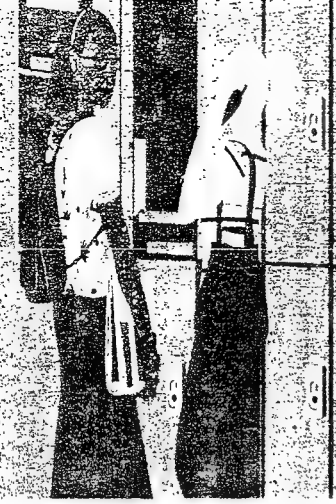
## W اور Y کا تلفظ

● English میں w اور y کو نصف آواز مانا جاسکتا ہے۔ w کو واؤلی طرح y کو یہی کی طرح بولا

جانا ہے۔ جیسے : wonder ونڈر (تعجب) - Tyre ٹائر - win ون (جیتنا) - yesterday

یسٹریڈے (کل)





● Wo کا تلفظ اُو کی طرح ہوتا ہے۔ جیسے : Now ناؤ (اب) - Powder پاؤڈر - Row رُو (لائن)

● ay لکھے ہو تو 'اے' کے اعراب کی طرح تلفظ ہوتا ہے۔ جیسے : Pay پے (ادا کرنا) - Play پلے (کھیلنا) - May مے (سکنا)

● آخر میں y ہو تو 'ای' کے اعراب کی طرح بولیں، جیسے : Liberty (آزادی) - History ہسٹری - Cry کرائی (رونا) - Fly فلائی (اڑنا)

### Pronunciation of Constants

English Conversation میں حروف آواز (Vowels) کے تلفظ میں جتنے فرق ہیں، اتنی شاید حرف صحیح (Consonants) کے تلفظ میں نہیں۔

یہ تو ہم سبھی کو معلوم ہے کہ English میں Letter 5 a, e, i, o اور u تو حروف آواز (Vowel) مانے جاتے ہیں۔ باقی 21 حروف (letters) Consonants یا حروف صحیح کہلاتے ہیں۔

English کے زیادہ تر Consonants حرف صحیح حرف ایک ہی آواز ظاہر کرتے ہیں۔ چند ہی حرف صحیح ایسے ہیں جن کے ایک سے زیادہ تلفظ ہوتے ہیں۔ English میں Letter 14 یا حرف ایک ہی آواز کے تلفظ کے حروف صحیح ہیں۔ وہ ہیں B D F J K L M N P R V W Y اور Z

توجہ دینے کی بات ہے کہ اعراب کی شکل میں استعمال چاہے چھوٹے اعراب کا ہو یا بڑے اعراب کا تہی کی شکل میں Spelling میں پورا Vowel یا آواز ہی لکھی جاتی ہے۔ اس طرح حرف پورا ہو یا نصف Spelling میں لفظ صحیح بھی پورا ہی لکھا جاتا ہے۔ یعنی انگریزی میں آدھے حرف یا اعراب شکل میں آوازوں کو الگ سے لکھنے کی روایت نہیں ہے۔ اسی کے سبب Pronunciation میں روایت کی اولیت ہے۔

حروف صحیح (Consonants) کے Pronunciation پر اثر ڈالنے والے اہم عنصر جیسا اُپر بتایا گیا English میں Letter 14 تو ایسے ہیں، جن کے تلفظ لکھے جانے کے مطابق ہی ہوتا ہے۔ اب باقی 7 حرف یا Letter اُنکی حالت پر ذرا غور کریں۔ یہ 7 حروف تہی اس طرح ہیں۔

### CGHQSTX

C حروف 'ک' - 'س' کے شکل میں بولا جاتا ہے پر ch کا تلفظ 'چ' کی شکل میں کیا جاتا ہے۔ مثال دیکھیے۔

(گائے)	کاؤ	Cow
(میٹھائی)	کیک	Cake



(پیالہ)	کپ	Cup
(سینما)	سینما	Cinema
(داڑھ)	سرکل	Circle
(گرجا)	چرچ	Church
(گری)	چر	Chair
(عیسیٰ)	کرائسٹ	Christ
(تہوار)	سیرمنی	Ceremony

Spelling میں C کے بعد ea Vowel یا ia ہو، تو آواز ش کی طرح ہوگی۔

(معاشرتی)	سوشل	Social	: جیسے
(بحیر اعظم)	اوشن	Ocean	
(موسیقی کار)	میوزیشن	Musician	

G کی آواز کبھی 'ج' تو کبھی 'گ' کی طرح ہوتی ہے (یاد رہے انگریزی میں 'گھ' آواز نہیں ہے)

(عام)	جنرل	General	: جیسے
(قیمتی پتھر)	جیم	Gem	
(ادریک)	جنگر	Ginger	
(کھیل)	گیم	Game	
(خدا)	گاڈ	God	
(بندوق)	گن	Gun	
(عظیم)	گریٹ	Great	
(بھوت)	گوسٹ	Ghost	
(خونفک)	گاسٹلی	Ghastly	

H کی آواز 'ھ' کی طرح کرنے کی روایت ہے، لیکن چند حروف صحیح Consonants کے ساتھ ملکر یہ نئی آواز بناتا ہے مثال دیکھیے۔

Home ہوم (گھر) - Hard ہارڈ (سخت) - History ہسٹری (تاریخ) - Human ہیومن (انسان) -

لیکن Chair چیئر - Think تھنک - The دی - Shop شاپ - What وہاٹ - Why وہائی

Q کا Pronunciation نصف 'ک' کی طرح ہوتا ہے۔ عام طور پر Q کے ساتھ u ملکر 'کو' بنتا ہے مثال دیکھیے۔





بلکل	گوارٹ	Quite
خوبی	کوالٹی	Quality
سوال	کوئشن	Question
تلاش	کوئسٹ	Quest
ملکہ	کوین	Queen

● S حرف کی تین آوازیں English میں چلن میں ہے 'س' - 'ش' - 'سج' مثال دیکھیں

School (اسکول) - Song (نغمہ) - Sample (نمونہ) سیمپل (نمونہ)

II Sure (ضرور) - Shore (ساحل) - Shop (دکان)

III Rise (اٹھنا) - Rose (روز گلاب) - Close (بند ہونا) - Session

سیشن (مُصَدِّقہ)

● T کی آواز عام طور پر 'ٹ' جیسے : Tea ٹی (چائے) - Total ٹوٹل (جوڑ) - پر T کے

ساتھ H جڑا ہوتو 'تھ' یا 'ڈ' بولا جائے گا جیسے :

Think تھنک (خیال کرو) - Thumb (انگشت ز) - This (یہ) - That ڈیٹ

(وہ) - They دے (وے)

● T کے آگے دو آواز ایک ساتھ آنے پر 'ش' کی آواز ہوجاتی ہے۔ مثلاً Ration راشن (رشد) -

Tuition ٹیوشن - Patient پیڈنٹ (بیمار) - Ratio ریشو (تناسب)

● کبھی کبھی Tu ملکر 'تج' بن جاتے ہیں جیسے - Future فیوچر (مستقبل) - Culture کلچر

(تہذیب) - Picture پیکچر (تصویر)

X کے تلفظ

X سے شروع ہونے والے word 'ج' کی طرح بولے جاتے ہیں۔ کبھی کبھی spelling کے درمیان میں بھی

'ج' کی طرح بولے جاتے ہیں Xanthic جو تھک (زعفرانی) - Examination ایگزامینیشن (امتحان)۔

Exact ایچیکٹ (دُرست) - Exit ایچٹ (خارج)

● کسی لفظ کی Spelling کے درمیان آنے پر 'سن' کی طرح آواز جیسے Exercise ایکسرسائز

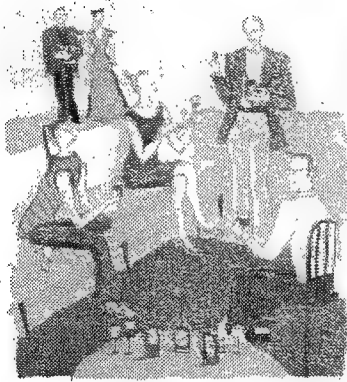
(مشق) - Excess ایکسیس (کثیر تعداد) - Extra ایکسٹرا (علاوہ)

## One Word Substitution

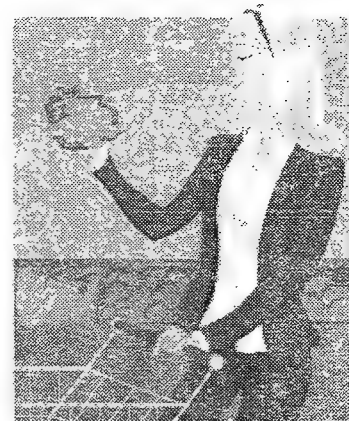
دوستوں،

Words-meanings کو یاد کرنے کا ایک اور طریقہ ہوتا ہے۔ اول word کی مکتل definition دے دی جائے اُس کے بعد وہ word دے دیا جائے۔ ایسے : One word substitution کہتے ہیں۔ ہم یہاں ایسے ہی words کی ایک list دے رہے ہیں۔ آپ یہ list یاد کر نیچے۔

- |  |                     |
|--|---------------------|
| 1) A school for training in a special art                            | <b>academy</b>      |
| 2) A person taking an active part in a movement                      | <b>activist</b>     |
| 3) A substance that can stick or cause sticking                      | <b>adhesive</b>     |
| 4) Made for a particular purpose                                     | <b>Ad hoc</b>       |
| 5) The science of the operation and flight of the aircraft           | <b>Aeronautics</b>  |
| 6) One who is unable to stop the habit of drinking                   | <b>Alcoholic</b>    |
| 7) One who is habitually kind to others                              | <b>Altruist</b>     |
| 8) A former student of a school or college                           | <b>Alumnus</b>      |
| 9) An animal living both on land and in water                        | <b>Amphibian</b>    |
| 10) A wise saying in a few words                                     | <b>Maxim</b>        |
| 11) A person who works under someone to learn that person's skills   | <b>Apprentice</b>   |
| 12) A glass container for fish and other water animals               | <b>Aquarium</b>     |
| 13) The scientific study of heavenly bodies                          | <b>Astronomy</b>    |
| 14) An instrument for measuring the air pressure                     | <b>Barometer</b>    |
| 15) A book that sells in very large number.                          | <b>Best seller</b>  |
| 16) Any liquid for drinking  | <b>Beverage</b>     |
| 17) A list of writings on a subject                                  | <b>Bibliography</b> |
| 18) A short written account of one's education & past employment     | <b>Biodata</b>      |
| 19) A very successful film   | <b>Bloc kbuster</b> |
| 20) One who is too fond of reading & Study                           | <b>Bookworm</b>     |
| 21) The scientific study of plants                                   | <b>Botany</b>       |
| 22) A small booklet giving instruction or details                    | <b>Brouchure</b>    |
| 23) A powerful machine used for pushing heavy objects out of the way | <b>Bulldozer</b>    |



24) The art of beautifully writing by hand	<b>Calligraphy</b>
25) An occasion of public enjoyment	<b>Carnival</b>
26) Connected with heart	<b>Cardiac</b>
27) Of the sky or heaven	<b>Celestial</b>
28) Connected with the brain	<b>Cerebral</b>
29) The art of arranging dances	<b>Choreography</b>
30) A group of people who sing together	<b>Chorus</b>
31) A work of art having lasting importance	<b>Classic</b>
32) Suitable for ordinary, informal, or familiar conversation	<b>Colloquial</b>
33) A state of long unnatural deep unconsciousness	<b>Coma</b>
34) That can catch fire & burn easily	<b>Combustible</b>
35) One who plays funny parts in plays & films	<b>Comedian</b>
36) An article of trade & commerce	<b>Commodity</b>
37) The natural color of skin	<b>Complexion</b>
38) That which acts as a path for electricity, heat, etc.	<b>Conductor</b>
39) A small bed for a baby	<b>Cradle</b>
40) A style of cooking	<b>Cuisine</b>
41) Insincere signs of sorrow & sympathy	<b>Crocodile tears</b>
42) The ability to produce new & original ideas	<b>Creativity</b>
43) One who is prepared to take dangerous risks	<b>Dare-devil</b>
44) Hard & uninteresting work	<b>Drudgery</b>
45) A piece of music for two performers	<b>Duet</b>
46) Of the Netherlands (Holland)	<b>Dutch</b>
47) A circular movement of water, wind, dust, etc.	<b>Eddy</b>
48) Based on practical experience of the world we see and feel	<b>Empirical</b>
49) That which is mysterious and very hard to understand	<b>Enigmatic</b>
50) To change into steam and disappear	<b>Evaporate</b>
51) Gradual development from simpler forms	<b>Evolution</b>
52) A public show of objects	<b>Exhibition</b>
53) One who likes to spend time with others	<b>Extrovert</b>
54) Any of the many flat sides of a cut jewel	<b>Facet</b>
55) A false idea or belief	<b>Fallacy</b>

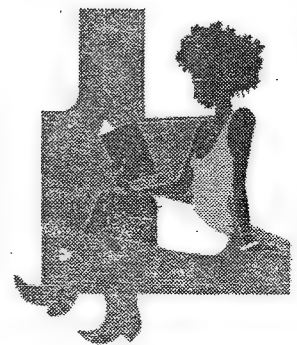






- 56) The practice of giving unfairly generous treatment to one person **Favouritism**
- 57) The person one is going to marry **Fiance (feminine fiancée)**
- 58) A thin thread **Filament**
- 59) The management of large amounts of money **Finance**
- 60) A scene in a film that goes back in time **Flashback**
- 61) All the plants of particular place, country, or period **Flora**
- 62) Two weeks **Fortnight**
- 63) Goods carried by ship, train, plane, etc. **Freight**
- 64) A large group of stars **Galaxy**
- 65) A building in which motor vehicles can be kept **Garrage**
- 66) The art and science of cooking and eating good food **Gastronomy**
- 67) A friendly informal meeting for enjoyment. **Get-together**
- 68) The place in the ground where a dead person is buried **Grave**
- 69) A person who is subject of some kind of test **Guineapig**
- 70) An explosive substance in the form of a powder **Gun-powder**
- 71) A short book giving all the most important information about a subject **Handbook**
- 72) Determined to do what one wants in spite of all advice **Headstrong**
- 75) A valuable object passed on for generations **Heirloom**
- 76) A plant-eating animal **Herbivore**
- 77) An animal's skin, when removed to be used for leather **Hide**
- 78) The study and practice of how to keep good health and prevent the spreading of disease **Hygiene**
- 79) A set of ideas on which a political or economic system is based **Ideology**
- 80) The worship of idols **Idolatry**
- 81) Difficult or impossible to read **Illegible**
- 82) That which will never die **Immortal**
- 83) In physical form rather than in the form of a spirit or ideal **Incarnate**
- 84) To fill until swelled with air or gas **Inflate**
- 85) To take food into the stomach **Ingest**
- 86) One who plans and chooses colours, furnishings, etc. for rooms **Interior decorator**

87) Not having made a will	<b>Intestate</b>
88) A list of goods supplied, stating quantity and price	<b>Invoice</b>
89) A knife with a blade that folds into the handle	<b>Jack knife</b>
90) Body decorations such as rings, necklaces, etc.	<b>Jewellery</b>
91) A serious magazine produced by a specialist society	<b>Journal</b>
92) To place side by side or close together	<b>Juxtapose</b>
93) To cover with thin metal or plastic sheets	<b>Laminate</b>
94) A white mass produced by shaking a mixture of soap and water	<b>Lather</b>
95) A base from which a missile is sent off into the sky.	<b>Launching pad</b>
96) The average number of years a person is expected to live	<b>Life Expectancy</b>
97) A feeling of pain without any particular pain or appearance of disease	<b>Malaise</b>
98) A book giving information about how to do something	<b>Manual</b>
99) The free operation of business and trade without govt. controls	<b>Market Forces</b>
100) Too great interest in money etc. rather than spiritual matters	<b>Materialism</b>
101) Head of a city or town	<b>Mayor</b>
102) The science of the action of forces on objects	<b>Mechanics</b>
103) A very small painting	<b>Miniature</b>
113) The appearing of objects which are not really there	<b>Mirage</b>
104) An object thrown as a weapon	<b>Missile</b>
105) One who keeps thinking of one particular idea only	<b>Monomaniac</b>
106) Having unchanging narrow ideas about right and wrong	<b>Moralistic</b>
107) A few words taken as the guiding principle	<b>Motto</b>
108) A company having operations in many different countries	<b>Multinational</b>
109) A man who is employed to use his strength to protect a criminal	<b>Muscleman</b>



110) The belief that nothing has meaning or value	Nihilism
111) A public official who makes written statements	Official Notary
112) A place where small children are taken care of	Nursery
113) That which is egg-shaped	Oval
114) Thorough examination and repair if necessary	Overhaul
115) A small machine that regularises heartbeats	Pacemaker
116) Material used for packing products	Packaging
117) A loss of feeling in, and control of body muscles	Paralysis
118) The breathing in of smoke from the cigarettes that others are smoking	Passive Smoking
119) The right to make or sell a new invention	Patent
120) One who steals things from people's pockets	Pick-pocket
121) The natural coloring matter of plants and animals	Pigment
122) One who brings a charge against someone in a court	Plaintiff
123) Something that blocks a hole	Plug
124) A face that shows nothing of what one is thinking or feeling	Poker face
125) Meat from pigs	Pork
126) A short summary of a piece of writing	Precis
127) An animal that is hunted and eaten by another	Prey
128) Printed information produced by a computer	Printout
129) A side view of someone's head	Profile
130) Something that sticks out from a surface	Projection
131) An explosive for firing a bullet or a rocket	Propellant
132) A note added at the end of a letter	Postscript (or P.S.)
133) A building where alcohol may be bought and drunk	Pub
134) Of or having an effect on the lungs	Pulmonary
135) A thick yellowish liquid produced in an infected wound	Pus
136) A line of people waiting for something	Queue
137) The relationship between two amounts	Ratio
138) Property in the form of land and houses	Real Estate
139) A pause for rest during the working day or year	Recess
140) Caught in the act of doing something wrong	Red-handed



141) A book containing an official record or list	<b>Register</b>
142) A renewal of interest in some particular kind of art, literature, etc.	<b>Renaissance</b>
143) The act or process of producing young ones	<b>Reproduction</b>
144) Sound produced in one object by sound waves from another	<b>Resonance</b>
145) Connected with breathing	<b>Respiratory</b>
146) An act of filming or recording something again	<b>Re-take</b>
147) The questioning of the main beliefs of an already existing political system	<b>Revisionism</b>
148) To end with the same sound, including a vowel	<b>Rhyme</b>
149) One who travels around a lot and has no fixed address or responsibilities	<b>Rolling stone</b>
150) One who acts only to make official the decisions already made by another	<b>Rubber stamp</b>
151) An official decision of a court	<b>Ruling</b>
152) A leather seat over the back of an animal for the rider	<b>Saddle</b>
153) Unwilling to believe a claim or promise	<b>Sceptical</b>
154) Of or caused by earthquakes	<b>Seismic</b>
155) Where there are not many goods for sale	<b>Seller's market</b>
156) Darkness caused by the blocking of light.	<b>Shadow</b>
157) An unwanted effect hapening in addition to the intended one.	<b>Side effect</b>
158) Any of those who sign an agreement	<b>Signatory</b>
159) The structure consisting of all the bones	<b>Skeleton</b>
160) A partner in a business who takes no active part.	<b>Sleeping partner</b>
161) A Slight unintentional mistake	<b>Slip up</b>
162) A person well known for going to fashionable parties	<b>Socialite</b>
163) A grand public show or scene	<b>Spectacle</b>
164) A spirit of honest fair play	<b>Sportsmanship</b>
165) A political leader who is respected as being wise, honourable and fair minded	<b>Statesman</b>



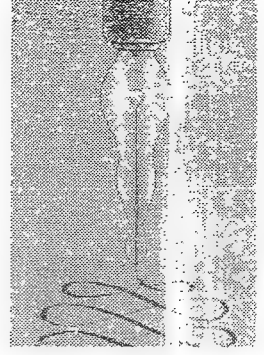
166) Of the stars	<b>Stellar</b>
167) A trick to deceive an enemy	<b>Stratagem</b>
168) A person skilled in planning, especially of military movements	<b>Strategist</b>
169) Money paid by the govt to make prices lower	<b>Subsidy</b>
170) A short account giving the main points	<b>Summary</b>
171) A large spoon used for serving food	<b>Tablespoon</b>
172) One who is employed to receive and pay out money in a bank	<b>Teller</b>
173) The act, right, or period of holding land or a job	<b>Tenure</b>
174) The subject of a talk, piece of writing, etc.	<b>Theme</b>
175) Of heat	<b>Thermal</b>
176) The loud explosive noise that follows a flash of lightning	<b>Thunder</b>
177) The chief part in play, after which the play is named	<b>Title role</b>
178) A word or phrase difficult to speak quickly or correctly	<b>Tongue twister</b>
179) Something used as a test or standard	<b>Touchstone</b>
180) One who is disloyal to one's country	<b>Traitor</b>
181) A ruler with complete power, who rules cruelly and unjustly	<b>Tyrant</b>
182) In a position with the top turned to the bottom	<b>Upsidedown</b>
183) Of a town or city	<b>Urban</b>
184) A turning movement which takes one back in the direction one came from	<b>U-turn</b>
185) One who watches television	<b>Viewer</b>
186) Done willingly, without being forced	<b>Voluntary</b>
187) Leaving a meeting as an expression of disapproval	<b>Walkout</b>
188) A large cupboard in which one hangs up clothes	<b>Wardrobe</b>
189) Empty, unproductive, land	<b>Wasteland</b>
190) The business of selling goods to shopkeepers	<b>Wholesale</b>
201) A single whole piece of glass in a window	<b>Windowpane</b>
202) The ability to say clever and amusing things	<b>wit</b>
203) One who has magic powers	<b>Wizard</b>



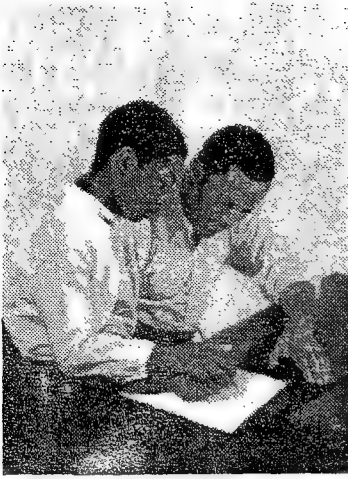
## Confusing Words

دوستوں،

ہم اب آپ کو چند ایسے الفاظ دے رہے ہیں، جن کا Pronunciation تو قریب قریب یکساں ہوتا ہے لیکن اگر ہم ایک word کے مقام پر دوسرا word use کر دیں، تو مطلب کا بے مطلب ہو جاتا ہے۔ لہذا ہمیں اس طرح کے words کے use میں بہت احتیاط برتنا چاہیے۔ آپ مندرجہ ذیل الفاظ کی study کیجئے اور انکے uses کو ذہن میں جمع لیجئے۔

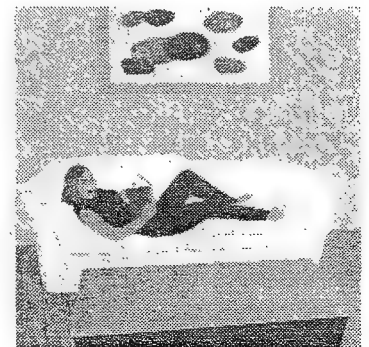


1. **Accept** (take) - He accepted my proposal.  
**Except** (bearing out) - All were present except Hari.
2. **Accessory** (Helper in crime) - He was an accessory in murder of Mr. Roy.  
**Accessory** (extra useful thing) - Lamp and pump are the accessories of a bicycle.
3. **Accident** (that happens by chance) - He died in an accident.  
**Incident** (an event) - There are many incidents of terrorism in Kashmir.
4. **Adapt** (make suitable) - This book has been adapted to the needs of the pupil.  
**Adept** (expert) - He is adept in swimming.  
**Adopt** (take in one's family as son/daughter) - He has adopted his sister's son.
5. **Addition** (putting more) - Addition of lemon made it more tasty.  
**Edition** (number of form of a publication) - The first edition of the book was sold in no time.
6. **Bale** (big packing) - They received 100 bales of cotton.  
**Bail** (security) - He was released on bail.
7. **Bear** (tolerate) - she bears all difficulties.  
**Beer** (a mild drink) - Many people take beer not wine.
8. **Beach** (sea shore) - People go to the beach for a sea bath.  
**Beech** (a tree) - Beech trees grow generally on hilly areas.
9. **Beside** (by the side of) - Sit beside me.  
**Besides** (in addition to) - Besides my elder son the younger son was also present.
10. **Cast** (to throw down) - The boat has cast anchor.  
**Caste** (a section of Hindu Society) - He is Brahmin by caste.



11. **Check** (restraint) - Keep your temper in check  
**Cheque** (bank money order form) - I gave a cheque for Rs. 6000/-
12. **Childish** - Your conduct is childish (used in a bad sense).  
**Childlike** - He was childlike in his simplicity (used in a good sense).
13. **Compliment** (civility) - Tender my compliments to your brother.  
**Complement** (full degree) - Morality and religion are each the complement of the other.
14. **Considerable** (not small) - I lost a considerable sum of money.  
**Considerate** (sympathetic) - Our master is considerate to us.
15. **Corporal** (physical) - Corporal punishment is not desirable.  
**Corporeal** (having a body) - We cannot escape disease in our corporeal existence.
16. **Corps** (regiment) - We organised a volunteer corps.  
**Corpse** (dead body of a human being) - Shelly's corpse was washed ashore.
17. **Costume** (dress) - Roy was dressed in European costume.  
**Custom** (social usage) - The Hindus have a custom of burning their dead.
18. **Council** (Assembly) - Jones is a member of our council.  
**Counsel** (advice, lawyer) - James did not accept my counsel. We engaged a counsel to plead for us.
19. **Continual** (unceasing but with occasional breaks) - I suffered from continual attacks of malaria.  
**Continuous** (uninterrupted) - I had continuous sleep for eight hours.
20. **Credible** (worth believing) - History is not credible.  
**Credulous** (apt to believe) - Children are credulous.  
**Creditable** (deserving credit) - your work is creditable.
21. **Dairy** (Milk farm) - I get milk from dairy.  
**Diary** (daily record) - I noted the event in my diary.
22. **Decease** (death) - He left a will before his decease.  
**Disease** (illness) - His disease was cured.
23. **Desirable** (acceptable) - such conduct is not desirable.  
**Desirous** (eager) - I am desirous of joining the army.
24. **Die** - (death) Rama died of cholera.  
**Dye** - (color) The handkerchief was dyed in red colour.
25. **Discover** (an existing but unknown thing) - Columbus discovered America.  
**Invent** (a new thing not existing before) - Davy invented the Safety Lamp for miners.

26. **Elicit** (draw from) - Our appeal elicited a good reponse.  
**Illicit** (unlawful) - They carried on an illicit trade in opium.
27. **Eligible** (legally qualified) - He is not eligible for this post.  
**Illegible** (indistinct) - His signature is illegible.
28. **Emigrant** (a person leaving his own country to settle in another) - The ship left with one hundred emigrants for Africa.  
**Immigrant** (a person who comes to a country as permanent resident) - The Ceylonese are not hostile to indian immigrants.
29. **Eminent (prominent)** - Our teacher is an eminent scholar.  
**Imminent (impending)** - He was saved from imminent death.
30. **Expedient** (Suitable) - This is not an expedient course.  
**Expeditious** (Speedy) - We overtook him by hastening our already expeditious steps.
31. **Fair** (handsome) - Mira is a fair girl.  
**Fare** (to do well or bedly) - Hem fared well in the competition.
32. **Gaol** (public prison for detention of persons) - He was sent to gaol for stealing.  
**Goal** (end, point) - The tortoise walked steadily to its goal.
33. **Gilt** (overlaid with gold) - This is a gilt necklace.  
**Guilt** (crime) - His guilt was proved in a court.
34. **Human** (relating to man) - Human life is subject to misery.  
**Humane** (Kind) - We received humane treatment in his hands.
35. **Industrial** (of an industry) - We started an industrial concern.  
**Industrious** (diligent) - John is an industrious lad.
36. **Imprudent** (unwise) - One imprudent act ruined him.  
**Impudent** (shameless) - I hate this impudent fellow.
37. **Judicial** (relating to a judge or court) - Roy is a judicial officer.  
**Judicious** (discreet, wise) - Tom made a very judicious choice.
38. **Literal** (Plain) - Give a literal translation of this passage.  
**Literary** (related to literatrue) - Bose has a lilterary genius.  
**Literate** (knowing the alphabet) - Most of the Indian peasant are not literate.
39. **Lose** - I lost my stick.  
**Loose** (not tight) - I wear loose shoes.
40. **Luxuriant** (rich in growth) - This is a plant of luxuriant growth.  
**Luxurious** (given to luxury) - Students should not be luxurious.

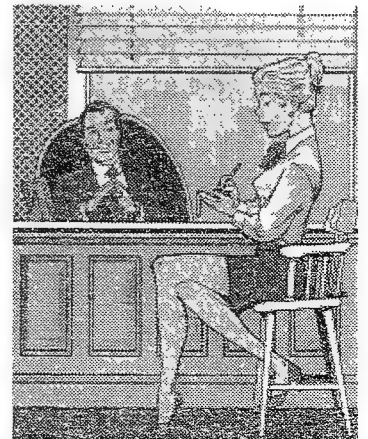






41. **Magnate** (a rich man) - Mr. John is a business magnate.  
**Magnet** (load -stone) - The mariners's compass has a needle of magnet.
42. **Mean** (middle course) - We followed the golden mean.  
**Mean** (meaning) - What do you mean ?
43. **Momentary** (short -lived) - We acted on a momentary impulse.  
**Momentous** (important) - Momentous problems were discussed by us.
44. **Notable** (remarkable) - We made a notable progress in a short time.  
**Notorious** (of ill fame) - Harry is a notorious gambler.
45. **Official** (related to an office) - His official work is not hard.  
**Officious** (meddlesome) - The officious fellow was rebuked by me.
46. **Patrol** (watch) - The disturbed area was under military patrol.  
**Petrol** (spirit of petroleum) - The car stopped for want of petrol.
47. **Pole** (stuck) - He jumped with a pole.  
**Poll** (place for taking votes) -Most of the voters went to the poll.
48. **Populous** (crowded) - Calcutta is a populous city.  
**Popular** (favorite) - Dickens was popular write.
49. **Practise** (to do frequently) - John practises skipping.  
**Practice** (exercise) - I have no practice in bowling.
50. **Pricipal** (Chief) - He saw the principal streets here.  
**Prinicple** (a miximum) - The young man acted against all principles of morality.
51. **Precede** (to be previous to) - A wire preceded his arrival.  
**Proceed** (go on) - Roy proceeded to take his meal.  
**Precedent** (a previous parallel case) - Such an occurrence has no precednt.
52. **President** (one who presides over or controls an organisation) - He was the Président of the managing committee.
53. **Prescribe** (lay down directions) - Who prescribed this medicine?  
**Proscribe** (Prohibit) - This book was proscribed by the government.
54. **Quite** (completely) - I am quite tired.  
**Quiet** (calm) - The sea is now quiet.
55. **Scent** (fragrance) - This oil has a nice scent.  
**Cent** (a hundred) - Ten per cent boys were absent.
56. **Sensible** (reasonable) - He took a sensible view of the matter.  
**Sensitive** (irritable) - He was sensitive by nature.

57. **Seize** (catch) - The constable seized the thief.  
**Siege** (continued attack on a fortified place) - The enemy laid siege to that town.  
**Cease** (stop) - The rain has now ceased.
58. **Stationary** (fixed) - It was in a stationary condition.  
**Stationery** (writing materials) - I have purchased the necessary stationery.
59. **Stimulus** (an incitement) - This bonus proved a great stimulus to the workers.  
**Stimulant** (a stimulating medicine) - This medicine is a stimulant.
60. **Story** (tale) - This is a good story  
**Storey** (a set of rooms in the same floor) - We lived in the upper storey.
61. **Ultimate** (final, last) - What were the ultimate results of your efforts?  
**Ultimatum** (final terms) - The rejection of the ultimatum often leads to hostilities.
62. **Urban** (of a town or city) - men now overcrowd urban areas.  
**Urbane** (well-bred, polished) - not all urban dwellers are urbane dwellers.
63. **Venal** (mercenary) - Was Shylock really a venal soul?  
**Venial** (trifling) - We should overlook his venial slips or speech.
64. **Vain** (fruitless) - He made vain efforts to escape.  
**Vein** (blood - tube) - The chill seemed to freeze the blood in our veins.
65. **Verbal** (oral) - verbal instructions were issued at once.  
**Verbose** (wordy) - His style was verbose.
66. **Waive** (withdraw) - I waive my claim in your favour.  
**Wave** (move) - He waved his hand to draw our attention.



## Proverbs

دوستوں،

جیسے ہم اردو بولتے وقت کئی ضرب المثل اور کہاوتوں کا استعمال کرتے ہیں۔ اسی طرح انگلش بولتے وقت ہم Proverbs کا use کرتے ہیں۔ Proverbs کے ذریعے ہماری زبان میں ایک طرح سے لطف آجاتا ہے ساتھ ہی ساتھ ہماری زبان اچھی بھی مانی جاتی ہے۔ لہذا ذیل میں ہم آپ کو Proverbs کی ایک لسٹ دے رہے ہیں۔ آپ ان Proverbs کو اچھی طرح یاد کر لیجیے اور جہاں بھی موقعہ لگے، آپ ان کا استعمال کیجیے۔



We give below a list of popular proverbs

- 1) A bird in the hand is worth two in the bush.  
قرض کے تیرہ سے نو نقد اچھے۔
- 2) A bad workman quarrels with his tools.  
رقص نہ آئے صحن کج بتائے۔
- 3) A figure among cyphers.  
نابینا میں کانابادشاہ ہوتا ہے۔
- 4) Might is right.  
جس کی لاٹھی اسی کا زور۔
- 5) Rome was not built in a day.  
تھیلی پر سرسوں نہیں جمتی۔
- 6) Distance lends enchantment to the view.  
دور کے ڈھول سہاونے۔
- 7) An old dog learns no new tricks.  
ضعیف کو جدید مکر و فریب کا علم نہیں ہوتا۔
- 8) Where there is a will there is a way.  
جہاں چاہ وہاں راہ
- 9) Strike while the iron is hot.  
موقعہ نہ چو کنا چاہیے۔
- 10) If the sky falls we shall catch larks.  
نانومن تیل ہوگا نہ رادھانا چے گی۔
- 11) As you sow, so shall you ripe.  
جیسی کرنی ویسی بھرنی۔
- 12) To two kill birds with one stone.  
ایک تدبیر سے دو کام انجام دینا۔
- 13) While in Rome, do us the Romans do.  
جیسا ملک ویسا لباس۔
- 14) It is hard to live in Rome and fight with the pop.  
دریا میں رہ کر مگر مجھ سے دشمنی۔



15) He who digs a pit for others falls into it himself.

جو دوسروں کے لئے خندق کھودتا ہے وہ خود ہی اُس میں گرتا ہے۔

16) It is no use crying over spilt milk.

اب پچھتائے تو کیا ہو جب چڑیاچنگ گئی کھیت۔

18) Many hands make the burden light.

سات پانچ کی لکڑی ایک شخص کا بوجھ۔

19) All that glitters is not gold.

ہاتھی کے دانت کھانے کے اور دیکھانے کے اور۔

20) Coming events cast their shadows before.

طفل کے پیر پالنے میں دیکھتے ہیں۔

21) A good face needs no paints.

لعل گدڑیوں میں نہیں چھپتے۔

22) Care kills the cat.

فکر بڑی بلا ہے۔

23) At length the fox turns monk.

نوسو چوہے کھا کر بلی حج کو چلی۔

24) Cut your coat according to your cloth.

جتنی چادر ہو اتنے پیر پھیلائے۔

25) Everybody's business is nobody's business.

ساجھے کی ہنڈیا چورا ہے پر پھوٹی ہے۔

26) An empty mind is a devil's workshop.

خالی دماغ شیطان کا گھر۔

27) Everything looks pole to the jaundiced eye.

سادن کے اندھے کو سبز ہی سبز دیکھتا ہے۔

28) Barking dogs seldom bite.

گرجتے ہیں سوہرستے نہیں۔

29) A rolling stone gathers no moss.

بہتا پانی رستا جوگی۔

30) An empty vessel makes much noise.

تھوٹھا چنابا بے گھنا۔

31) Christmas comes once a year.

ہم روز عید نہیں ہوتی۔

32) Half a loaf is better than no bread.

گھی نہ کھایا گھتا ہی بجایا۔

33) All covet, all lose.

آدھی چھوڑ پوری کو بھاگے آدھی رہے نہ ساری پائے۔

34) All's well that end's well.

خاتمہ بخیر تو تمام خیر ہی خیر۔

35) Birds of the same feather flock together.

بد کا ساتھی بد۔

36) Death's day is doom's day.

آپ کو لوہا کا ٹٹا ہے۔

37) Every dark cloud has a silver majesty, shallow brooks are noisy.

ادھ جل (پانی) گگری پھلکت جائے، بھری گگریا پتے جائے۔

39) Haste makes waste.

جلدی کا کام شیطان کا۔

40) Act in haste, repent at leisure.

جلدی کا کام شیطان کا۔

40) Act in haste, repent at Leisure.

جلدی کرو، زندگی بھر رو۔

41) Kindness is lost upon an ungrateful man.

اژدہا کو دودھ پلاتا۔

42) Pride goes before a fall.

گھمنڈی کا سر نیچا۔

43) Prevention is better than cure.

علاج سے پرہیز بہتر۔

44) Little grief is loud, great griefs are silent.

چھوٹا کا کاٹا روئے، اژدہ کا کاٹا سوئے۔

45) To have an old head on young shoulders.

پیٹ میں ڈاڑھی ہونا۔

46) To swallow the whole ox and be chaked with the tail.

گنڈھ کھائے، گل گلوں سے پرہیز

47) Money makes the major go.

دام سب کراتا ہے۔

48) Necessity knows no law.

مرتا کیانہ کرتا۔

49) The nearer the church farther from God.

چراغ تلے اندھیرا۔

50) It takes two to make a tangle.

ایک ہاتھ سے تالی نہیں بچتی۔

51) There is no rose without a thorn.

جہاں گل وہاں خار۔





- 52) Out of the frying pan into the fire.  
آسمان کا گرا کھوڑ میں اٹکا۔
- 53) A lie has no legs.  
جھوٹ کے پیر کہاں۔
- 54) Hunger is the best sauce.  
بھوک نہ دیکھے جھوٹا بھات۔
- 55) All your geese are swans.  
اپنا گدھا بھی گھوڑا معلوم ہوتا ہے۔
- 56) Charity begins at home.  
اندھا بانٹے ریوڑی، پھر پھر گھر کو دیتی۔
- 57) See which way the wind blows.  
اُونٹ کس کروٹ بیٹھتا ہے۔
- 58) A nod to the wise & a rod to the foolish.  
سمجھدار کو اشارہ بے وقوف کی پیٹائی۔
- 59) A low born man feel proud, of his honours.  
کتے کو گھی ہضم نہیں ہوتا۔
- 60) Prosperity finds friends ; adversity tries them.  
خوش حالی میں پاؤ، مصیبت میں پرکھو۔
- 61) An unhappy man's cart is sure to tumbel.  
کنگالی میں آنا گیلا۔
- 62) Adversity is the touchstone of friendship.  
مصیبت دوستی کی کسوٹی ہے۔
- 63) Fortune favours the brave.  
تجارت ہمت و حوصلہ چاہے۔
- 64) The wearer knows where the shoe pinches.  
جس کی تکلیف وہی جانے۔
- 65) A good name is better than riches.  
عزت، دولت سے بہتر ہے۔
- 66) Too many cooks spoil the broth.  
کئی طبیب مریض کی موت۔
- 67) You cannot have the cake and eat it too.  
روغنی اور دو۔ دو۔
- 68) Heads I win, tails you lose.  
چت بھی میری پٹ بھی میری۔
- 69) Time is a great healer.  
وقت تمام غم بھلا دیتا ہے۔

- 70) It is no use casting pearls before swine.  
بھینس کے آگے بین بجانا۔
- 71) A blind man is no judge of colours.  
بندر کیا جانے ادراک کا ذائقہ۔
- 72) An open door will tempt a saint.  
مفت کی شراب قاضی کو بھی حلال۔
- 73) Hope lasts with life.  
جب تک سانس تب تک آس (امید)
- 74) I talk of chaff; he hears of cheese.  
کہہ کھیت کی، سنیں کھیہان کی۔
- 75) Practice makes a man perfect.  
کام سب سکھا دیتا ہے۔
- 76) First deserve, then desire.  
یہ منہ اور مسوڑ کی دال۔
- 77) Blood is thicker than water.  
خون کو خون پہچانتا ہے۔
- 78) I'll got I'll spent.  
حرام کی کمائی حرام میں جاتی ہے۔
- 79) A wise foe is better than a foolish friend.  
نادان دوست سے دانا دشمن بھلا۔
- 80) As the crow is so the eggs shall be.  
چوہے کے نیچے بل ہی میں کھودتے ہیں۔
- 81) The cowl does not make a monk.  
زعفرانی لباس سے کوئی سادھو نہیں ہوتا۔
- 82) His bread is buttered on both sides.  
پانچوں انگلیاں گھی میں۔
- 83) Necessity is the mother of invention.  
ضرورت ایجاد کی ماں ہے۔
- 84) A friend in need is friend indeed.  
دوست وہ جو وقت پر کام آئے۔
- 85) Never judge a book by its cover.  
دل کی جانچ چہرے سے نہیں ہو سکتی۔
- 86) Excess of everything is bad.  
زیادتی ہمیشہ نقصان کرتی ہے۔
- 87) Time and tide wait for nobody.  
وقت و موقعہ کسی کا انتظار نہیں کرتے۔



## Rules

اب تک آپ انگریزی بولنے کی اچھی مشق کر چکے ہوں گے۔ اور زیادہ تر لوگ تو اب گروپ میں انگریزی میں ہی بات کر رہے ہوں گے۔ کچھ لوگ تو اچھی انگریزی بول رہے ہوں گے لیکن کچھ لوگوں کی Speech میں کچھ غلطیاں بھی ہو رہی ہوں گی۔ عام حالت میں انگریزی بولتے وقت کس طریقے کی غلطیاں زیادہ ہوتی ہے اور انکو کن Rules کی مدد سے صحیح کرنا چاہیے۔ یہ ہم نیچے دے رہے ہیں۔ آپ ان Rules کو زبانی یاد کر لیں اور دیکھیں کہ ان سے متعلق غلطیاں تو کہیں آپ نہیں کرتے ہیں۔

(۱) is کا استعمال He, She, it یا This, That کے ساتھ کرتے ہیں۔

He is a boy.

وہ ایک لڑکا ہے۔

That is a bag.

وہ ایک بیگ ہے۔

She is going.

وہ جا رہی ہے۔

(۲) Are کا استعمال You, they یا we وغیرہ کے ساتھ کرتے ہیں۔

You are a good girl.

تم ایک اچھی لڑکی ہو۔

We are sorry.

ہمیں افسوس ہے۔

(۳) Am کا استعمال I کے ساتھ کیا جاتا ہے۔

I am trying to write better.

میں اچھا لکھنے کی کوشش کر رہا ہوں۔

(۴) اگر do verb ہے، تو زمانہ حال میں He / She / it کے ساتھ does کا استعمال اور باقی سب کے ساتھ ساتھ do کا استعمال کیا جاتا ہے۔ جیسے :

He doesn't go.

وہ نہیں جاتا ہے۔

We do not know it.

ہم یہ نہیں جانتے۔

(۵) is, am, are کا استعمال Present continuous tense میں بھی کرتے ہیں۔ جیسے

He is going.

وہ جا رہا ہے۔

They are reading.





وے پڑھ رہے ہیں۔

اس طرح کے sentences میں main verb میں ing add ہو جاتا ہے۔

Past tense (were اور was) Verb (۶)

کے use ہوتے ہیں۔ جیسے :

**It was good.**

یہ اچھا تھا۔

**I was going.**

میں جا رہا تھا۔

**They were reading.**

وے پڑھ رہے تھے۔

(Singular) was میں اور (Plural) were میں use ہوتا ہے۔

(۷) Future Action کو Show کرنے کے لئے Will / Shall کا استعمال کرتے ہیں جیسے :

**I shall go there.**

میں وہاں جاؤں گا۔

**Will you come with me ?**

کیا تم میرے ساتھ آؤ گے ؟

(۸) Future میں Continuous کے لئے will be / shall be کا استعمال کرتے ہیں۔ اور main

verb کی ing form لگتی ہے جیسے۔

**I shall be going to the market tomorrow.**

میں کل بازار جاؤں گا۔

(۹) Present Continuous tense میں He / she / it یا کسی Singular Or Pronoun کے

ساتھ is (Plural Pronoun) کے ساتھ are اور I کے ساتھ am کا استعمال کرتے ہیں۔ جیسے :

**I am going.**

میں جا رہا ہوں۔

**He is going.**

وہ جا رہا ہے۔

**They are going.**

وے جا رہے ہیں۔

(۱۰) will be / shall be یا is / am / are / was / were کے ساتھ Verb + ing لگاتے ہیں۔

جیسے :

**He is going.**

وہ جا رہا ہے۔



(۱۱) Verb had singular اور plural دونوں form میں use ہوتی ہے۔ جیسے :

**He had done his work.**

اُس نے اپنا کام کر لیا ہے۔

**They had gone to the market.**

وے بازار جا چکے ہیں۔

(۱۲) He, She, It اور III person singular کے ساتھ Indefinite Tense میں S یا es کا

استعمال ہوتا ہے۔ جیسے :

**He plays.**

وہ کھیلتا ہے۔

**She does her work.**

وہ اپنا کام کرتی ہے۔

(۱۳) زمانہ ماضی میں عادت بتانے کے لئے used to کا استعمال کرتے ہیں۔ جیسے :

**I used to play.**

میں کھیلا کرتا تھا۔

(۱۴) کبھی کبھی Future کی بات بتانے کے لئے Present Tense کا استعمال کرتے ہیں، جیسے :

**I'm going to Lahore tomorrow.**

میں کل لاہور جا رہا ہوں۔

(۱۵) جب helping verb has / have ہو، تو Main Verb ہمیشہ IIIrd form میں ہی use ہوگا۔

جیسے :

**He has gone to the market.**

وہ بازار جا چکا ہے۔

(۱۶) جب helping verb has / have + been ہو، تو main verb میں verb + ing کا use

ہوگا۔ جیسے :

**He has been reading since morning.**

وہ صبح سے پڑھ رہا ہے۔

(۱۷) اگر helping verb will / shall ہے، تو main verb کی first form use ہوگی۔ جیسے :

**They will go.**

وے جائیں گے۔



(۱۸) اگر helping verb will be / shall be ہے، تو main verb میں verb + ing کا استعمال کریں گے۔ جیسے :

**He will be playing the match tomorrow.**

وہ کل میچ کھیلا گا۔

(۱۹) عام طور پر زمانہ مستقبل میں I کے ساتھ Shall کا استعمال کرتے ہیں، جیسے :

**I shall go.**

میں جاؤں گا۔

لیکن اگر آپ کا جانا طے ہے، تو میں ضرور جاؤں گا کو **I will go** کہیں گے۔ اسی طرح **We shall go** کی جگہ جب **we will go** کہا جائے گا تو ہمارا جانا یقینی ہو جائے گا۔

(۲۰) کبھی کبھی Verb میں to لگا کر اے noun کی طرح use کرتے ہیں۔ ایسے Infinitive کہتے ہیں۔ جیسے

**To play is good for health.**

کھیلنا صحت کے لئے اچھا ہے۔

(۲۱) کبھی کبھی Phrases کا استعمال adjective کی طرح کیا جاسکتا ہے، جیسے :

**He always has "I will play better" attitude.**

وہ ہمیشہ ہی بہتر کھیلنے کا نظریہ رکھتا ہے۔

(۲۲) کچھ noun صرف Singular Form میں ہی use ہوتے ہیں، جیسے

**Furniture, advice, information, scenery etc.**

**Your furniture is good.**

آپ کا فرنیچر اچھا ہے۔

(۲۳) much ہمیشہ Quantity کے لئے اور many number بتانے کے لئے use کرتے ہیں۔

**Don't make much noise. : جیسے**

**I've many books.**

(۲۴) Die کے ساتھ ہمیشہ of کا استعمال کرتے ہیں۔ جیسے :

**He has died of cholera.**

وہ ہیضہ سے مر گیا۔

(۲۵) Superlative or comparative degree, single sentence دو

میں ایک ساتھ use نہیں ہوتی ہے۔ جیسے :

**"This book is better than that".**

ہوگا نہ کہ

**"This book is more better than that".**



(۲۶) Some ہمیشہ Affirmative Sense میں اور Negative Sense "any" میں use ہوتا ہے۔

Do you have some fruits ?

No I have not any.

(۲۷) Verbs میں ing لگا کر Gerund بنتا ہے، جیسے : Noun کی طرح Use کرتے ہیں۔  
جیسے :

He plays (Play - Verb)

Playing is good for health.

(I playing - Gerund)

(۲۸) Elder یا Eldest کا استعمال ایک ہی خاندان کے لوگوں کے لئے کرتے ہیں۔ جیسے :

I have an elder brother.

جبکہ Older یا Oldest کا استعمال خاندان کے باہر کے لوگوں کے لئے کرتے ہیں۔ جیسے :

Mohan is the oldest boy in the colony.

(۲۹) ایک ہی Sentence میں دو Negatives ایک ساتھ Use نہیں کرتے ہیں۔ جیسے :

She didn't taste none of the sweets.

She tasted none of the sweets. غلط ہے، بلکہ

کہنا ہی درست ہوگا۔

(۳۰) Never کا مطلب 'کبھی نہیں' ہوتا ہے۔ لہذا ایسے not کی جگہ استعمال نہیں کرتے ہیں، جیسے :

I met Ahmed in the market but he never saw me.

کہنا غلط ہوگا، اس کی جگہ ہم کہیں گے۔

I met ahmed in the market but he didn't see me.

(۳۱) Else کا استعمال جہاں بھی کرتے ہیں، اُس کے بعد But لگاتے ہیں، جیسے :

It is nothing else but fatigue.

یہ کچھ نہیں بلکہ تھکان ہے۔

(۳۲) Must کا استعمال کوئی necessity بتانے کے لئے کیا جاتا ہے، جیسے :

He must go now.

اُسے اب جانا ہی ہوگا۔

(۳۳) Not only کے ساتھ ہمیشہ but also کا استعمال کرتے ہیں، جیسے :

Not only shama but also Habib does his homework.

نہ صرف شمع بلکہ حبیب بھی اپنا کام کرتا ہے۔

Consonant (۳۴) an کا استعمال جبکہ Vowel Pronunciation (a, e, i, o, u) سے پہلے Sounds سے پہلے a کا استعمال کرتے ہیں۔ جیسے :

**It is an elephant.**

یہ ایک ہاتھی ہے۔

**That is a bag.**

وہ ایک بیگ ہے۔

Sentence (۳۵) Adverbs ہمیشہ Verbs کو Verify کرتا ہے، لہذا وے یا تو Verb کے فوراً بعد یا Use میں ہوتے ہیں۔ جیسے :

**He runs fast.**

وہ تیز دوڑتا ہے۔

یہاں Fast adverb ہے، جو Verb run کی خاصیت بتا رہا ہے۔

(۳۶) کچھ لفظ جو دیکھتے Plural ہیں، صرف Singular Noun میں ہی Use ہوتے ہیں۔

جیسے : Physics, Maths

**Maths is a good subject.**

میتھس ایک اچھا مضمون ہے۔

(۳۷) Comparative Degree کے ساتھ ہمیشہ than آتا ہے۔ جیسے

**Islamabad is bigger than Queta.**

اسلام آباد توئیٹ سے بڑا ہے۔

(۳۸) Superlative Degree کے ساتھ ہمیشہ the کا استعمال ہوتا ہے۔ جیسے :

**Himalaya is the highest mountain range.**

ہمالیہ سب سے اونچی پہاڑی سلسلہ ہے۔

(۳۹) کبھی بھی دو لوگوں کے درمیان کی بات کے لئے between کا use کرتے ہیں۔ جیسے

**Divide this money between Rahim & Karim.**

یہ پیسہ رحیم اور کریم کے درمیان تقسیم کر دو۔

(۴۰) دو سے زیادہ لوگوں کے درمیان کے لئے among کا استعمال کرتے ہیں۔

**Distribute the sweets among children.**

میٹھائی بچوں کے درمیان بانٹ دو

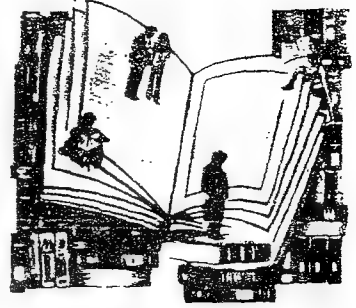
(۴۱) کسی کو Order یا Suggestion وغیرہ دیتے وقت Personal Pronoun کا Use نہیں

کرتے ہیں، جیسے :

**Do your work.**

اپنا کام کرو۔

**You do not your work.**



(۴۲) Sentence میں اثر پیدا کرنے کے لئے بھی do کا استعمال کرتے ہیں، جیسے :

I know

میں جانتا ہوں۔

I do know.

میں جانتا تو ہوں۔

Go

جاؤ

Do go

جاؤ تو یا جلدی جانا / آنا

(۴۳) For کے بعد ہمیشہ Verb + ing (form) لگایا جاتا ہے۔ جیسے :

For going, for playing etc.

After, before, at the time of white, start (۴۴)

ان الفاظ کے بعد ہمیشہ Form (Verb + ing) لگاتے ہیں۔ جیسے :

Start eating, before closing etc.

(۴۵) دو لوگوں کی درمیان کی بات کے لئے each other کا استعمال کرتے ہیں اور دو سے زیادہ کے لئے

One another کا استعمال کرتے ہیں۔ جیسے :

Both are they are talking to each other.

وہ دونوں آپس میں بات کر رہے ہیں۔

Children are talking to one another.

بچے آپس میں بات کر رہے ہیں۔

(۴۶) Interrogative Sentence بناتے وقت Helping Verb سب سے پہلے Word of

Interrogation کے Just بعد میں رکھی جاتی ہے، جیسے :

Where are you going ?

تم کہاں جا رہے ہو۔

(۴۷) کبھی کبھی بول چال میں Condition والے Sentences آجاتے ہیں۔

اگر تم یہاں آؤ گے تو میں تمہارے ساتھ چلوں گا۔ اس طرح کے جملے if سے بنتے ہیں۔ اس جملے میں

میرا تمہارے ساتھ چلنا تمہارے یہاں آنے پر مشروط ہے۔ یعنی اگر تم نہیں آؤ گے تو میرے چلنے کا سوال ہی نہیں

اٹھتا۔ اس میں پہلا جملہ، اگر تم یہاں آؤ گے، main مجزوی جملہ ہے، اور میں تمہارے ساتھ چلوں گا

Subordinate ہے۔ اس لئے وہ اس طرح بنے گا۔

If you come here, I will go with you.



اس طرح کے جملے میں پہلا Present Indefinite میں اور دوسرا Future Indefinite میں بنتا

ہے۔

(۴۸) اگر کوئی کام مجبوری میں کرنا پڑے، تو ایسے جملوں میں have to کا استعمال کرتے ہیں۔ جیسے

**I have to go.**

مجھے جانا پڑے گا

(۴۹) Can کا استعمال ”سکتے“ کے لئے کرتے ہیں،

جیسے :

**I can do it.**

میں یہ کر سکتا ہوں

(۵۰) Could کو Can کے Past tense کی طرح use کرتے ہیں۔ جیسے :

**I can do it.**

میں یہ کر سکتا ہوں

**I could do it.**

میں یہ کر سکتا تھا

کبھی کبھی Polite way میں Permission طلب کرنے کے لئے بھی could کا استعمال کرتے

ہیں۔

جیسے :

**Could I do it ?**

کیا یہ میں کر سکتا ہوں ؟

(۵۱) May کا استعمال Probability ممکن ہونے والی بات بتانے کے لئے کرتے ہیں۔ جیسے :

**It may rain today.**

آج بارش ہو سکتی ہے۔

(۵۲) کبھی کبھی شخص کام خود نہ کر کے کسی اور سے کرواتا ہے۔ اس طرح کے جملے میں Got یا had کا

استعمال کرتے ہیں، جیسے :

**I got this letter written by Ahmed.**

میں نے احمد سے یہ خط لکھوایا۔

”یا“

**I had this letter written by Ahmed.**

لیکن دھیان دینے لائق بات ہے، کہ اس طرح کے sentences میں main verb کی Third

form آتی ہے۔



(۵۳) کبھی کبھی sentence میں کہی گئی بات subject کو direct متاثر کرتی ہے، ایسے sentences میں Reflexive pronoun کا use کرتے ہیں۔ جیسے :

**He killed himself.**

اُس نے خودکشی کر لی۔

یہاں Process of killing نے خود کو متاثر کیا ہے، اس لئے He کا reflexive pronoun

use himself کیا گیا۔

I myself she herself

They yourself it itself

They Themselves we ourselves

(۵۴) کبھی کبھی خود کہے گئے جملے میں emphasis یا اڑ پیدا کرنا ہو، تو ایسے کہیں گے۔

**I myself did it.**

میں نے یہ خود کیا۔

(۵۵) neither اور words each, other کے ساتھ ہمیشہ singular verb کا استعمال کرتے ہیں، جیسے :

**Each of them very busy.**

اُن میں سے ہر کوئی مصروف تھا۔

**Either of the two is lying.**

اُن دونوں میں سے کوئی ایک جھوٹ بول رہا ہے۔

**Neither of them is wrong.**

اُن میں سے کوئی غلط نہیں ہے۔

(۵۶) None کا مطلب ہوتا ہے No-one اس لئے none کے ساتھ بھی singular verb کا استعمال کرتے ہیں، جیسے :

**None of them is ready.**

اُن میں سے کوئی تیار نہیں ہے۔

(۵۷) نیچے کے جملے دیکھیں۔

**He and I are both Ok.**

وہ اور میں دونوں ٹھیک ہے۔

**He and I are going to the market.**

میں اور وہ بازار جا رہے ہیں۔

(۵۸) Have verb اور Has (Perfect tense) میں use ہوتی ہے He / She / it اور I





person singular pronoun کے ساتھ Has اور باقی کے ساتھ Have کا استعمال کرتے ہیں۔  
جیسے :

He has lost his pen.

They have lost their pens.

(۵۹) کچھ Questions میں ہی Answers ہوتے ہیں، لہذا ان کے جواب انگلیش میں دینے کے لئے ہمیں سوچنا نہیں پڑتا ہے۔ جب سوال کرنے والے کے ذریعہ دریافت سوال کو دھیان سے سُننا ہوتا ہے۔ جیسے :

What is your name ?

تمہارا نام کیا ہے ؟

My name is .....

What کی جگہ صرف اپنا نام لگا کر Pronoun کو Second سے Ist Person میں Convert کرنا Sufficient ہوگا۔ جیسے :

"John" is my name.

میرا نام جان ہے۔

(۶۰) "as اور like" comparison کے لئے استعمال میں آتے ہیں۔ جیسے :

He works like as workaholic.

وہ بڑی محنت سے کام کرتا ہے۔

It is as easy as ABC.

یہ اتنا آسان ہے، جتنا ABC

(۶۱) Habits ہمیشہ Present indefinite tense میں بنائی جاتی ہے Past habits کے لئے used to کا استعمال کرتے ہیں۔ جیسے :

He used to smoke.

وہ سگریٹ پیتا تھا۔

(۶۲) کسی بھی imagination کے لئے past tense کا استعمال کرتے ہیں۔ جیسے :

I wish I were the chief minister.

کاش ! میں چیف مینسٹر ہوتا۔

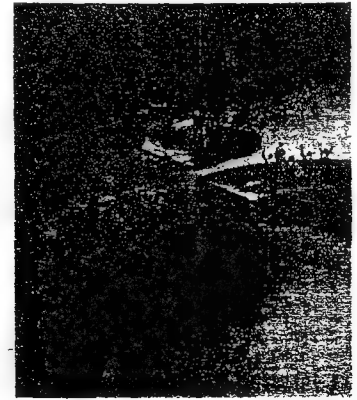
I wish that you were a king.

کاش ! تم راجا ہوتے۔

(۶۳) "Going to" کا استعمال تب کرتے ہیں، جب آپ کوئی کام کرنے جا رہے ہو۔ جیسے :

I am going to start a new business.

میں نیا کاروبار شروع کرنے جا رہا ہوں۔



(۶۴) "I wish" کا استعمال نیک خواہش کرنے کے لئے کرتے ہیں۔ جیسے :

I wish you may prosper.

”یا“

I wish you prosper.

میں تمہاری ترقی کی تمنا کرتا ہوں۔

(۶۵) کسی بھی moral obligation یا duty کو ظاہر کرنے کے لئے ought to کا استعمال کرتے

ہیں۔

We ought to obey our elders.

ہمیں اپنے بڑوں کا ادب کرنا چاہیے۔

(۶۶) Should کا استعمال چاہیے کے مطلب میں آتا ہے۔ جیسے :

You should go now.

تمہیں اب جانا چاہیے۔

(۶۷) to کے بعد ہمیشہ verb کی first form use ہوتی ہے۔ جیسے :

I want to go.

میں جانا چاہتا ہوں۔

## Degree

دوستوں،

جب بھی ہم ایک چیز کو دوسری سے compare کرتے ہیں، تب Degree کا استعمال کرتے ہیں۔

جیسے :

**Dubai is bigger than Qatar.**

اس sentence میں Dubai اور Qatar کو compare کرتے ہوئے Dubai کو Qatar سے بڑا (بچھڑ) بتایا گیا ہے۔ اس sentence میں صرف دو شہروں کے درمیان comparison ہوا ہے۔ اسی طرح اگر دو سے زیادہ چیزوں کے درمیان comparison ہو۔ جیسے :

**Asia is the biggest continent.**

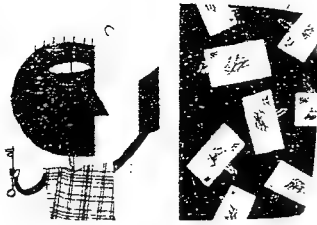
یہاں تمام 7 continents کا موازنہ کر کے یہ بتایا گیا ہے کہ Asia سب سے بڑا Continent ہے۔ لہذا comparison کی بنیاد پر degrees تین قسم کی ہوتی ہیں۔

- (1) Positive
- (2) Comparative
- (3) Superlative

Comparative Degree کا use دو یا دو سے زیادہ لوگوں کے comparison کے لئے کرتے ہیں، جبکہ Superlative Degree کا use دو سے زیادہ چیزوں میں کوئی، ایک چیز کی uniqueness بتانے کے لئے کرتے ہیں۔ ذیل میں ہم چند words کی degrees کی تینوں form دے رہے ہیں، انہیں یاد کر لیجئے۔

Positive	Comparative	Superlative
Sweet	sweeter	sweetest
Small	smaller	smallest
Tall	taller	tallest
Bold	bolder	boldest
Clever	cleverer	cleverest
Kind	kinder	kindest
Young	younger	youngest
Great	greater	greatest
Brave	braver	bravest
Fine	finer	finest
Large	larger	largest
Wise	wiser	wisest
Happy	happier	happiest
Heavy	heavier	heaviest





Big	bigger	biggest
Hot	hotter	hottest
Thin	thinner	thinnest
Splendid	more splendid	most splendid
Beautiful	more beautiful	most beautiful
Difficult	more difficult	most difficult
Industrious	more industrious	most industrious
Courageous	most courageous	most courageous
Learned	more learned	most learned
Proper	more proper	most proper
Good	better	best
Bad	worse	worst
Little	less, lesser	least
Much	more	most (quantity)
Many	more	most (number)
Late	later	last
Old	elder	oldest, eldest
Far	farther	farthest (distance)
Nigh	nigher	nighest / next
Fore	former	foremost / first
For	further	furthest / movements
In	inner	inmost / innermost
Up	upper	upmost / uppermost
Out	outer / utter	utmost / uttermost

## فہرست الفاظ تجارتی فرہنگ

انفلیشن	Inflation	قیمتوں کا بڑھنا
آفٹر ڈیٹ بیل	After date bill	آئندہ تاریخ کا بیل
فارورڈنگ لیٹر	Forwarding letter	خط مقدم
کال ان ایڈوانس	Call in advance	پیشگی طلب ادائیگی
فیکسڈ کپیٹل	Fixed Capital	جامد سرمایہ
اوپن چیک	Open Cheque	کشادہ چیک
پے ایبل کپے سیٹی	Paying Capacity	ادائیگی قابلیت
لیٹر آف اتھورائزیشن	Letter of authorisation	قبضہ نامہ
آتھورائزڈ کپیٹل	Authorised Capital	مقبوضہ سرمایہ
ایجوکیشن منی	Occupation Money	مختار زر
ان ارنڈ	Unearned	پیشگی آمدنی
کمپلسری ریزرو	Compulsory reserve	لازمی نقد تحفظ جمع
اینڈورسمنٹ	Endorsement	منظوری
اپروڈ کرنسی	Approved currency	منظور شدہ زر
بیڈ ڈیبٹ	Bad debt	ڈوبت قرض
بیڈ ڈیبٹ اکاؤنٹ	Bad Debt Account	ڈوبت قرض کھاتہ
اکانامی	Economy	معاشی نظام، کفایت
شارٹ ٹرم کریڈٹ	Short term credit	قلیل میعاد قرض
ڈیمانڈ لون	Demand Loan	فلفور قرضہ
کال ریٹ	Call rate	فلفور شرح
نیٹ انکم	Net Income	اصل آمدنی
ڈیبٹ	Floating debt	عارضی قرضہ
آرڈر چیک	Order Cheque	حکمی بیل
ایمرجنسی کریڈٹ	Emergency Credit	ہنگامی قرض
انکم	Income	آمدنی - کمائی
اینشورڈ اکاؤنٹ	Initial account	ابتدائی اندراج
ریکرننگ ڈیپازٹ	Recurring Deposit	در جمع
انڈسٹریل بینک	Industrial Bank	صنعتی بینک
ایوریج	Average	اوسط
ایوریج ریٹ	Average rate	اوسط شرح

ایوریج ڈسٹینس	Average distance	اوسط فاصلہ
بل آف کلکشن	Bill of collection	اگاہی بیل
سپینڈڈ ڈیٹ	Suspended debt	مشکوکہ قرض
پوسٹ ڈیٹڈ چیک	Post dated cheque	تاریخ ماضی کا چیک
کریڈٹ ڈپازٹ	Credit deposit	جمع قرض
لیٹر آف کریڈٹ	Letter of credit	قرضی یا شاخ تمسک
سیل آف کریڈٹ	Sale on credit	مستعاری فروخت
کریڈٹ اکاؤنٹ	Credit account	مستعاری کھاتہ
کریڈٹ	Credit	مستعار۔ جمع۔ قرض۔ شاخ
کنجومر	Consumer	سارف
کنجومرس گڈ	Consumer's goods	مال سارف
رف ڈے بک	Rough day-book	روزنامہ
بٹم پرائس	Bottom price	کم از کم قیمت
ارنگ	Earning	کمائی
فلوٹیشن	Floation	قرض رواں کرنا
لون بیلنس	Loan balance	باقی قرض
ڈیٹرس فار لون	Debtors for loan	قرضہ دار
کریڈٹرس فار لون	Creditors for loan	دائن۔ قرضہ دینے والا
ایمپلائی	Employee	ملازم
پیپر کرنسی	Paper Currency	کاغذی سکہ۔ زر
فیکٹری	Factory	کارخانہ۔ صنعت
جاب	Job	کام۔ ملازمت
ورکنگ کیپٹل	Working capital	عملی سرمایہ
ٹائم منی	Time money	دقیقی قرض
پرائس	Price	قیمت
پرائس لسٹ	Price list	فہرست قیمت
گراس ارنگ	Gross earning	کل آمدنی
گراس لاس	Gross Loss	کل نقصان
بلینک اینڈورسمنٹ	Blank endorsement	کور ایجنچان
کاشیئر	Cashier	خزانچی
اسٹینڈنگ کریڈٹ	Standing Credit	فوری جمع
اور ڈیو	Overdue Bill	زیادہ بقایہ بیل
بیل آف کاسٹس	Bill of costs	اسراف کا بیل

کریڈیٹرز فار ایکس پینسیس	Creditors for expenses	خرچ کے لینے والے
کریڈیٹ بک	Credit Book	کھاتہ ادھار
کریڈیٹ بک	Credit book	کھاتہ ادھار
بک ڈیپازٹ	Book deposit	کھاتہ جمع
بک ڈیبٹ	Book debt	کھاتہ قرض
نیٹ انکم	Net income	خالص آمدنی
پٹی کیش بک	Petty cash book	کھدر نقد بک
بلینک چیک	Blank cheque	کشادہ یا کھلا جبک
اوپن ڈیلیوری (آف گڈس)	Open delivery (of goods)	مال کی کشادہ سپردگی
لوچ لیف لیجر	Loose leaf ledger	کشادہ اور اک کھاتہ
لاسٹ بیل آف ایکچنر	Lost bill of exchange	کشادہ لین دین کا بیل
کسٹمر	Customer	گاہک، آخیز
سیلز لیجر	Sales ledger	گاہک، فروخت کھاتہ
کسٹمرس ایکاؤنٹ	Customer's account	گاہک آخیز کھاتہ
فلکچو ایشن	Fluctuation	مدوجزر۔ اتار چڑاؤ
ریوالونگ کریڈٹ	Revolving credit	رواں ادھار
فلوئنگ چارج	Floating charge	رواں محصول۔ فیس
رنگ کریڈٹ	Running credit	رواں ادھار
کرنٹ لون	Current loan	رواں قرض
کرنٹ ڈیپازٹ	Current deposit	رواں جمع
کرنٹ اکاؤنٹ	Current account	رواں چالو کھاتہ
چارٹرڈ اکاؤنٹینٹ	Chartered accountant	چارٹرڈ محاسب
ڈسچارجڈ بیل	Discharged bill	ادا کی ہوئی ہنڈی
ڈسچارجڈ لون	Discharged loan	ادا کیا ہوا قرض
چیک ڈیپازٹ	Cheque deposit	جمع چیک
کریڈیٹنگ	Crediting	جمع کرنا
پے ان بک	Paying in book	جمع بک
کریڈیٹنگ	Crediting	جمع کھاتہ
بیل از سکیورٹی	Bill as security	ضمانتی ہنڈی
پے ان سلیپ	Pay in slip	جمع کی رسید
کریڈیٹ نوٹ	Credit note	جمع تمسک
بینک آف ڈیپازٹ	Bank of deposit	جمع بینک
ڈیپازٹ کرنسی	Deposit currency	جمع کرنسی
ڈیپازٹ ایماؤنٹ	Deposit amount	جمع رقم
ڈیپازٹ رجسٹر	Deposit register	جمع رجسٹر
ڈیپازٹ اکاؤنٹ	Deposit account	جمع کھاتہ

فورجڈ نوٹ	Forged note	جعلی نوٹ
ریسک نوٹ	Risk note	اندیشہ نوٹ
مینٹ پار	Mint par	نکسال
بک ٹرانسفر	Book transfer	منتقل کھاتہ
ویئر اینڈ ٹیئر	Wear & Tear	ٹوٹ۔ پھوٹ
بیڈ ڈیٹ	Bad debt	ڈوبی رزم
ڈیمانڈ کیش کریڈٹ	Demand cash credit	فوری طلب نقد ادھار
ہول سیل مارکیٹ	Wholesale market	تھوک۔ کل بازار
بیل پیبل اٹ سائٹ	Bill payable at sight	دیدار ہنڈی
چیک ریٹ	Cheque rate	دیدار ہنڈی کی شرح
بیل پیبل آفٹر سائٹ	Bill payable after sight	دیدار بعد ہنڈی
کلیمڈ ایماؤنٹ	Claimed amount	دعوے کی رقم
بینکرپٹ	Bankrupt	دیوالی گنگالی
شاپ	Shop	دکان
ہارڈ کرنسی	Hard currency	کم یاب زر
ٹائٹ منی	Tight money	کم یاب روپیہ
چارژز	Charges	فیس۔ محصول
بیل پیبل	Bill payable	ادا نیکی بیل
پیبل بینک ڈرافٹ	Payable bank draft	ادائیگی بینک ڈرافٹ
انڈیجنس بینک	Indigenous bank	دیسی۔ وطنی بینک
ڈرافٹ	Draft	تمسک رقم ادائیگی
کیش	Cash	نقد۔ نقدی
کیش کریڈٹ	Cash credit	نقد۔ ادھار
کیش ڈیپازٹ	Cash deposit	نقد جمع
کیش پیمنٹ	Cash payment	نقد ادا
کیش میمو	Cash memo	نقد رسید
کیش ڈسکاؤنٹ	Cash discount	نقد رعایت
کیش ویلوی	Cash value	نقد قیمت
کیش ایمپریسٹ	Cash imprest	نقد پیشگی حصہ
کیش ایمپریسٹ	Cash imprest	نقدی حکم
کیش آرڈر	Cash order	نقدی فرمان
ڈیبٹ اکاؤنٹ	Debit account	نامے۔ ادھار کھاتہ
ڈیبٹ بیلینس	Debit balance	نامے۔ ادھار باقی
بینک ریٹ	Bank rate	بینک شرح
منی پولیشن آف بینک ریٹ	Manipulation of bank rate	بینک شرح کا اتار چڑاؤ



بینک چارج	Bank charge	بینک فیس - محصول
بینک کیش	Bank cash	بینک نقد
بینک اکاؤنٹ	Bank account	بینک کھاتہ
بینک کال	Bank call	بینک کھاتہ طلبی
بینکنگ اسٹرکچر	Banking structure	بینکنگ نظام
بینکرس سکیورٹی	Banker's security	بینکنگ قرض
پارٹنر	Partner	ساجھدار - حصہ دار
فرم مارکیٹ	Firm market	مضبوط بازار
بیاریش ٹینڈنسی	Bearish tendency	مندی کی طرف رجحان
آربیٹریٹر	Arbitrator	بچوان، دلال
مارکیٹ	Market	منڈی - بازار - ہاٹ
ڈیمانڈ	Demand	طلب
ڈیمانڈ لون	Demand loan	طلب قرض
ڈیمانڈ ڈرافٹ	Demand draft	طلب رقم ادا
ڈیمانڈ نوٹ، اینڈنٹ	Demand note, indent	طلب نوٹ - تحریری طلب
کال نوٹس	Call notice	اطلاع طلب
پیمنٹ فار آنر	Payment for honour	اداگی برائے اعزاز
گڈس	Goods	مال، اشیاء - چیز
فریٹ	Freight	ریل کرایہ - مال بھاڑا
اسٹاک لیٹ	Stock Limit	ذخیرہ مال کی حد
گڈس کیش بک	Goods cash book	مال نقد بک
اسٹاک اکاؤنٹ	Stock account	ذخیرہ مال کھاتہ
ایمپلائر	Employer	مالک - سیٹھ
ٹرمینبل لون	Terminable loan	میعادی قرض
فیکسڈ ڈپوزٹ	Fixed deposit	میعادی جمع
جوائنٹ اسٹاک بینک	Joint stock bank	مرکب سرمایہ بینک
کمپنیشن	Compensation	معاوضہ - بدلہ
بیل پیبل آفٹر ڈیٹ	Bill payable after date	مدتی ہنڈی
کرنسی - منی	Currency, money	روپیہ - کرنسی - زر
ڈفلیشن آف کرنسی	Deflation of currency	قیمتوں کا زیر ہونا
اسٹامپ ڈیوٹی	Stamp duty	اسٹامپ فیس
کرنسی ٹرانسفر	Currency transfer	روپیہ - زر کا ٹرانسفر
مونٹری سسٹم	Monetary system	نظام سکہ - مہر
ڈیپریشن آف کرنسی	Depreciation of currency	زر - روپیہ کی قیمت میں کمی

کرنسی ایکسچینج	Currency exchange	زرمبادلہ
ڈیپریسیشن	Depreciation	گھسائی
ڈیپریسیشن اکاؤنٹ	Depreciation account	گھسائی کھاتہ
ٹریولرس لیٹر آف کریڈٹ	Traveler's letter of credit	مسافر کا کریڈٹ لیٹر
پبلک فائیننس	Public Finance	مال حکومت
ایماؤنٹ	Amount	رقم
کریڈٹ پیپر	Credit paper	رقم پر ادھار
منی مارکیٹ	Money market	روپیہ بازار
کراسڈ چیک	Crossed cheque	لائن دار چیک
فری آن ریل ایف۔ او۔ آر	Free on rail, F.O.R.	ریل تک مفت خرچ
اوپننگ بیلنس	Opening balance	ابتدائی باقی
کیش اکاؤنٹ	Cash account	نقد کھاتہ
کیش اسکرول	Cash scroll	نقد فہرست
نوٹس آف اسٹاپج	Notice of stoppage	اطلاع رُوک
بونس	Bonus	مجزوی نفع
اکاؤنٹ	Account	کھاتہ۔ حساب
اکاؤنٹ اینڈ بیلنس	Account & balance	کھاتہ اور باقی
اکاؤنٹینٹ	Accountant	محاسب
مینٹیننس آف اکاؤنٹ	Maintenance of account	حساب رکھنا
اکاؤنٹنگ ایئر	Accounting year	تجارتی سال
اکاؤنٹنسی	Accountancy	علم محاسب
کریڈیٹرس	Creditors	لیندار
ریٹرنڈ چیک	Returned cheque	لوٹا چیک
انڈیویجوئل	Individual account	کاروباری کھاتہ
کوریٹ لیٹر	Covering letter	خط تشریح
مرچنٹ	Merchant	تجارتی
ٹریڈ کریڈیٹر	Trade creditor	تجارتی لیندار
ٹریڈنگ کپیتال	Trading capital	کاروباری سرمایہ
کمرشیل بینک	Commercial bank	تجارتی بینک
کمرشیل اکاؤنٹ	Commercial account	تجارتی اکاؤنٹ
فری مارکیٹ	Free market	وعدہ بازار
ایئوئل پرافٹ	Annual profit	سالانہ نفع
ایئوئل ریٹرن	Annual return	سالانہ ریٹرن
ایئوئل پے	Annual pay	سالانہ تنخواہ
ایئوئل نیٹ پرافٹ	Annual net profit	سالانہ خالص نفع

انٹی سسٹم	Annuity system	طرز سالانہ
سیلز اکاؤنٹ	Sales account	مال فروخت کھاتہ
ڈیولپمنٹ ایکسپنس	Development expenses	اسراف ترقی
سیلز مین	Salesman	فروخت کرنے والا
فائننس	Finance	مالی
فائننشیل ابلگیشن	Financial obligation	مالی تہنکر
فائننشیل پینالٹی	Financial penalty	مالی جرمانہ
فائننسر	Financer	سرمایہ دار۔ مہاجن
فائننشیل بینک	Financial bank	مالی بینک
فائننشیل پارٹنر	Financial partner	مالی پارٹنر
فائننشیل لائیابیلیٹی	Financial liability	مالی جوابداریاں
فائننشیل کنٹرول	Financial control	مالی کنٹرول
فائننشیل مینجمنٹ	Financial management	مالی معلومات
فائننشیل رپورٹنگ	Financial reporting	مالی معلومات
فائننشیل ٹرانزیکشن	Financial transaction	مالی معاملات
فائننشیل ایئر	Financial year	مالی سال
فائننشیل اسٹیٹمنٹ	Financial statement	مالی پتہ
فائننشیل آئیڈوائس	Financial advice	مالی صلاح
فائننشیل میمورنڈم	Financial memorandum	مالی عرض داست
ایکسچینز کنٹرول	Exchange control	غیر ملکی زر پابندی
لیٹر آف ایکسچینز	Letter of control	خط مبادلہ
ایکسچینز بینک	Exchange bank	زر مبادلہ بینک
مینوفیکچرنگ پروسیس	Manufacturing process	عمل تخلیق اشیا
اسپیکفک ڈیوٹی	Specific duty	مخصوص (باپ۔ تول) جزیہ
پے	Pay	متخواہ
ولیدٹی پیریڈ	Validity period	قانونی میعاد
ڈیوٹی پید پرائس	Duty paid price	محصول ادا قیمت دام
ڈیوٹی ایبل گڈس	Dutiable goods	محصول ادا اشیا
اسٹاک ایکسچینز	Stock exchange	شیر بازار
ایکٹیو کیپٹل	Active capital	فاعل سرمایہ
کنسولیڈیٹڈ فنڈ	Consolidated fund	جمع فنڈ
کیش ٹرانسفر کلیئرنگ	Cash transfer clearing	نقد مساوی بیاباکی
جوائنٹ اکاؤنٹ	Joint account	شاملاتی کھاتہ
پیبیل ٹو سیلف	Payable to self	خود ہی کو قابل ادا

پبلک اکاؤنٹ	Public account	حکومتی۔ عوامی کھاتہ
پبلک کریڈٹ	Public credit	حکومتی ساخ
بولین ایکسچینجز	Bullion exchange	صرافہ بازار
اکاؤنٹ اسٹیٹڈ	Accounts stated	منظور شدہ کھاتہ
کوآپریٹو بینک	Cooperative bank	اشتراکی بینک
لیٹر آف کانسنٹ	Letter of consent	خط رضامندی
ٹائیڈ لون	Tied loan	مشروطہ قرض
اسسٹینٹ اکاؤنٹنٹ	Assistant accountant	نائب محاسب
بیل آف کریڈٹ	Bill of credit	ساخت خط
لوس	Loss	نقصان
کلوزنگ آف اکاؤنٹ	Closing of account	حساب بند کرنا
بیل	Bill	ہنڈی۔ تمسک
ریٹائرمنٹ آف بیل	Retirement of bill	ہنڈی کی پیشگی ادائیگی
کلیرنگ اے بیل	Clearing a bill	ادائیگی تمسک
بیل جرنل	Bill journal	ہنڈی دلالا
کلیم فار کمپنیشن	Claim for compensation	معاوضہ کا دعویٰ
لون	Loan	قرض
ڈیٹ اکاؤنٹ	Debt account	قرض کھاتہ

### Stationery

پڑھنے لکھنے کی اشیاء

ٹریسنگ پیپر	Tracing paper	عکس کاغذ
نیوز پیپر	News paper	اخبار
المیرا	Almirah	الماری
کاؤنٹر فائل	Counterfoil	نصف۔ آدھی رسید
ایچی چیئر	Easy chair	آرام کرسی
پن	Pin	آل پن
پن کوشن	Pin cushion	آل پن لگانے کی گدی
پین	Pen	قلم
پیپر	Paper	کاغذ
پیپر کٹر	Paper cutter	کاغذ تراش
پیپر ویٹ	Paper weight	کاغذ داب
کارک	Cork	کاگ

کارڈ	Card	کارڈ
بلیک انک	Black ink	کالی سیاہی
ڈکشنری	Dictionary	لغت
کرین	Crayon	کھڑیا پینسل
رجسٹر	Register	رجسٹر
گم	Gum	گونڈ
کلیپ	Clip	چٹی
بنچ	Bench	چوکی
پچنگ مشین	Punching machine	سُراخی آلہ
بوڈرکن	Bodkin	سُراخ کرنے کا سوا
پنچ	Punch	سُراخ روا
نِب	Nib	جی بھی نوک۔ نِب
پاکٹ بک	Pocket book	جیبی کتاب
پوسٹ اسٹیمپ	Postage stamp	ڈاک ٹکٹ
رونو اسٹیمپ	Revenue stamp	رسیدی ٹکٹ
ٹیبِل	Table	ٹیبِل
ٹِگ	Tag	ڈوری (کیل دار)
واہر	Wire	تار
اسٹول	Stool	تیپائی۔ اسٹول
انک پات	Ink pot	دوات
ڈیلی پیپر	Daily paper	یومیہ پیپر
کاربن پیپر	Carbon paper	نقل کرنے کا کاغذ
کاپینگ پینسل	Copying pencil	نقل کرنے کی پینسل
مپ	Map	نقشہ
انویٹیشن کارڈ	Invitation Card	دعوت نامہ
بلو۔ بلیک انک	Blue-black Ink	نیلی کالی سیاہی
بلو انک	Blue Ink	نیلی سیاہی
ڈیوائیڈر	Divider	پرکار
قول پین	Quill pen	پرکی قلم
کال بیل	Call bell	پکارنے کی گھنٹی
پینسل	Pencil	پینسل
پوسٹ کارڈ	Post card	پوسٹ کارڈ
فائل	File	فائل

ٹیپ	Tape	فیتہ
ویزٹنگ کارڈ	Visiting Card	ملاقاتی کارڈ
منہجی میگزین	Monthly magazine	ماہ نامہ
سیل	Seal	موہر
ٹریسنگ کلاٹھ	Tracing cloth	مومی کپڑا
ارسیجر	Eraser	ریز
ربر اسٹیپ	Rubber stamp	ربر کی موہر
ویسٹ پیپر باکٹ	Waste paper basket	رڈی کی ٹوکری
رسپٹ بک	Receipt book	رسید بک
روٹر	Ruler	روٹر
انک	Ink	روشنائی
انک پیڈ	Ink pad	روشنائی کا گدا
پیکنگ پیپر	Packing paper	پینے کا کاغذ
سیلنگ ویکس	Sealing wax	لاکھو موہر لگانے کی
رائٹنگ پیڈ	Writing pad	لکھنے کی تختی
انولپ	Envelope	لفافہ
گلو	Glue	سرلیس
بلینک پیپر	Blank paper	سادا کاغذ
ویکنی پیپر	Weekly paper	ہفتہ وار پیپر
بلاٹنگ پیپر	Blotting paper	سوکھتا پیپر
ہولڈر	Holder	ہولڈر

### Worms & Insects

ٹرٹل	Turtle	کچھوا	بوآ	Boa	اجگر
کریب	Crab	کیکڑا-چھو	ارتھ وارم	Earth worm	کیچڑا
بگ	Bug	کھٹل	ایڈر	Adder	گیہون سانپ
بیٹل	Beetle	گوبل ریلا	اسنیل	Snail	گھونگا
باڈی لائس	Body Lice	چپل	لیجرڈ	Lizard	چھپکلی
پوائزن	Poison	زہر	فینگ	Fangs	زہر کے دانت
گلو وارم	Glow worm	جگنو	لائس	Lice	جوں
لیچ	Leech	جو تک	کریٹ	Cricket	جھینگن
گراس ہاپر	Grass happer	پڈا	لوکسٹ	Locust	ٹڈی
واسپ	Wasp	بھڑتیا	بٹر فلائی	Butterfly	تتلی
ہیپو پوٹامس	Hippopotamus	دریائی گھوڑا	ٹرمائٹ	Termite	دیمک

کوبرا	Cobra	ناگ	پھلی	Flea	پتو
ہڈ	Hood	فن	اسکارپین	Scorpion	تچھو
فلائی	Fly	مکھی	اسپائڈر	Spider	مکڑی
ویب	Web	مکڑے کا جالا	کروکوڈائل	Crocodile	مگر مچھ
ماس کیٹو	Mosquito	چھھر	فیش	Fish	مچھلی
ہنی بی	Honey bee	شہد مکھی	بی	Bee	شہد مکھی مادہ
لوبسٹر	Lobster	جھنگا مچھلی	ریٹ فلی	Rat flea	موس پتو
فراگ	Frog	مینڈک	ٹڈپول	Tadpole	مینڈک کا بچہ
کوکون	Cocoon	ریشم کا کپڑا	سِلک وارم	Silk worm	سِلک وارم
نٹ	Nit	لکھ	ایل	Eel	سرب مین
شارک	Shark	شارک - ہنگوڑ	اسنیک	Snake	سانپ
			ا-واسٹر	Oyster	سکتی - کستور اچھلی

### Birds پرندے

سویلو	Swallow	ابابیل	آؤل	Owl	آؤ
وڈ پیکنر	Woodpecker	کنٹھ پھوڑا	پیجین	Pigeon	کبوتر
			رون	Revan	کالا کوا
ککٹو	Juckoo	کوکیل	کرو	Crow	کوا
اسپرُو	Sparrow	گورنیہ	دلچر	Vulture	گدھ
ایگل	Eagle	گروڈ	بیٹ	Bat	چگاڈ
کائٹ	Kite	چیل	چیکن	Chicken	چوزہ
پارٹیرج	Partridge	تہتر	پیرٹ	Parot	طوطا
میگ پی	Magpie	ٹیل کنٹھ	ونگ	Wing	ڈنا (پر)
فیدر	Feather	پنکھ - پر	ڈو	Dove	فاختہ
ڈیک	Diane	بطخ (نر)	ڈک لنگ	Duckling	بطخ کا بچہ
ڈک	Duck	بطخ (مادہ)	نائٹ انگیل	Nightingale	بلبل
ویو برڈ	Weaver bird	بیا	قول	Quail	بیر
ہاک	Hawk	ہاج	کاک	Cock	مرغ
ہین	Hen	مرغی	چکن	Chicken	مرغی کا بچہ
پی کاک	Peacock	مور	پی ہین	Peahen	مورنی
لارک	Lark	لوا	کرین	Crane	ساری
			سون	Swan	ہنس

## Minerals

## معدنیات

Cornellan	عقیق	Mico	ابھرک
Bronze	کسکٹ	Bell-metal	کانسہ
Enery	کوزن	Coal	کونلہ (پتھر کا)
Sulpher	گندھک	Mine	کان
Flint	چاکمک پتھر	Ochre	گیرو
Zinc	جستہ	Silver	چاندی
Blue vitriol	نیلا تھوٹھا	Copper	تانبا
Mercury	پارا	Steel	پکا لوہا۔ فولاد
Tin	رانگا۔ تک	Brass	پیتل
Antimony	سرمہ	Bitumen	سلاجیت
Natron	تچی کھار	Arsenic	سکھیا۔ نم الفار
Lead	سیسہ	Cinnabar	سنگ ریف
Vermilion	سندور	White lead	سفیدہ
Iron	لوہا	Marble	سنگ مرمر
Chald	کھڑیہ	Orpiment	پڑتال

## Musical Instruments

## آلات موسیقی

Bell	گھنٹی	Harp	چنگ
Cymbal	جھانجھ	Tambourine	ڈف
Drum	ڈسڈگی	Tomtom	ڈھولک
Bugle	ٹراپی	Drum	نہگاڑا
Piano	پیانو	Flute	بانسری
Violin	ویلا	Bagpipe	مسک باجا
Jew's harp	مرچنگ	Clarion	شہنائی
Guitar	گیتار	Whistle	سیٹی
		Harmonium	ہارمونیم



## Conditions of the Body and Ailments.

## حسَم کی خرابیاں اور امراض

Hydrocele	انڈورھی	Blind	نا بینا۔ اندھا
Short sight	کم نظری	Acidity	تخیر
Diarrhoea	دست۔ اسہال	Syphilis	آت شک
Conjunctivitis	آنکھ آنا	Hernia	فتق۔ آنت اترنا
Tears	آنسو۔ اشک	Yawn	اُباسی۔ جمہائی لینا
Nausea	اُکائی۔ جی متلانا	Squint-eyed	اسٹیا
Bubo	کجوری	Goitre	گھینگھا۔ بخاق
Stature	قد	Phlegm	بلغم
Vomit	قے کرنا	Jaundice	یرقان
Typhus	کالا بخار	Bronchitis	کاس
One eyed	کانا	Hunch backed	گمرا
Leprosy	کوڑھ	Constipation	قبض
Worm	کرم شکم	Eczema	خارش کھجلی
Cough	کھانسی	Anaemia	خون کی کمی
Haemorrhage	خون بہنا	Rheumatism	گٹھیا۔ وجع المفاصل
Abortion	اسقاطِ حمل	Syphilis	گرمی
Whitlow	گلا	Hoarseness	گلا بیٹھنا
Tumour	پھوڑا	Tumour	گلی
Dumb	گورنگا	Bold	گنجا
Wound	زخم	Giddliness	چکر آنا
Botch	چکوتا	Obesity	چربی بڑھنا۔ موٹاپا
Hurt	چونٹ	Sneeze	چھینک
Short	جھوٹا۔ بونا	Dropsy	جلودور۔ استقاء

Young	جوان	Carbuncle	زہر باد
Caryza	زُکام	Ague	جوڑی
Yawn	جہائی	Fever	بخار
Chill	ٹھنڈ	Belch	ڈکار
Pimple	ڈوٹرسا	Health	تندرستی
Spittle	تھوک۔ لعاب دہن	Asthama	دمہ
Pain	درد	Headache	درد (سر کا)
Stool	دست	Lock jaw	دانت بیٹھنا
Ringworm	داد	Lean	ڈبلا
Long sight	دور نظر	Sprain	نس چٹخنا
Sinus	ناسور	Sleep	نیند
Insomnia	نیند نہ آنا	Stone	پتھری
Sweat	پسینہ	Mad	مجنون۔ پاگل
Pus	مواد۔ پیپ	Bile	پت
Leucorrhoea	سفید پانی	Dysentery	پچس
Boil	پھوڑا	Thirst	پیاں
Piles	بواسیر	Phlegm	کھکھار
Bubo	باگھی	Diabetes	پیشاب کی زیادتی
Fever	تپ	Old	ضعیف
Hunger	بھوک	Chilblain	بیوائی
Griping	مروڑ	Fistula	بھگندز
Pestilence	وبائی مرض	Dyspepsia	مندگنی
Urine	پیشاب	Mole	مٹہ
Cataract	موتیہ بند	Epilepsy	مرگی
Acne	منھاسہ	Fat	موٹا
Saliva	لار	Influenza	موتی جھرا
Phthisis	راہچیشما	Stool	وسٹھا
Dwarf	بوننا	Disease	مرض

Lame	لنگرا	Dengue	لنگرا بخار
tall	لمبا	Sunstroke	لوگنا
Small pox	شیتلا	Leucoderma	برص - سفید دھبہ
Breath	سانس	Swelling	ورم
Albino	سونج منگھی	Voice	آواز
Sprue	سگرھنی	Hicough	پچکی
Healthy	تندرست	Consumption	تپ دق
Cholera	ہیضہ	Gonorrhea	سوجاک

### Trees and Germs their parts

#### درخت و اُس سے متعلق اشیاء

Guava	امرود	Mango	آم
Tamarind	املی	Graft	کمل
Bud	کلی	Wood	کاٹھ - لکڑی
Thorn	کانا - خار	Stone	سٹھل
Bark	چھال	Pine	چپڑ
Coir	جنا (تاریل کی)	Skin, Rind	چھلکا
Stamen	جیرا	Root	جڑ
Soap	صابن	Match	سلائی
Casket	سنگاردان	Chain	سکڑی
Needle	سوئی	Ptcher, Jug	صراحی
Hubble Bubble	ٹھہ	Pincers	سنٹری
Saw	آری	Tools	اوزا - آلات
Trowel	کرنی	Loom	کرگھا - چرخہ
Axe	کلہاڑی	Compass	قطب نما
Oil mill	کولہو (تیلی)	Scissors	قیچی
Marking gauge	خط کش	Sugar Mill	لولہو (گٹا پیرنے کا)
Gauge	گوپچی	Trying angle	گونیا
Rasp	چوسا	Strop	چھوٹا
Gum	گوند	Razor	چھرا
Cold chiest	ٹانگی	Cold chiest	چھینی
Awl	ٹیکوا	Oar	ڈانڈا

Nut	ڈھیری۔نٹ	Balance	ترازو۔میزان
Lancet	نشر	Auger	بسلا
Rudder	پتوار	Anvil	نیہالی
Plough	پلاؤں	Divider	پرکال۔پرکار
Clamp	پاہو	Spirit level	پارا بنام
Bolt	پینچ	Syringe	پچکاری
Cleat	قٹی	Screw driver	پچ کس
Last	فرمہ (موچی کا)	Spade	پھرسا
Blowpipe	پھونکنی	Colter	فار
Adze	بسولا	Drill	بری
Stock & dies	بادیا	Fishing angle	بنسی
Still	بھھکا	Vice	بانگ
Mallet	منگری	Bellows	بھتھی
Jack plane	ژندا (بڑا)	Chiset	رُخانی
File	آبی	Lever	رمبھا
Jemmy	سبری	Anchor	منگر
Plumblin	سائل	Hone	سلی
Hammer	تھوڑی	Spanner	ہتھکل
Plouge share	نیل کا فار	Plough	ہل
		Handvice	ہاتھ بانگ

### Buildings and their parts

#### عمارت اور اس کے حصے

Attic	انارن	Orphanage	یتیم خانہ
Niche	آلا	Fireplace	انگلیٹھی
Hospital	شفا گاہ۔ اسپتال	Courtyard	آنگن
Eaves	اوری	Building	عمارت
Bricks	اینٹ	Room	کمرہ
Abattoir	قصابی خانہ	Factory	کارخانہ
Cornice	کارنیس	Fort	قلعہ
Bracket	کونیہ	Tile	کھیریل
Grannary	کھلیہان	Window	کھڑکی

Peg	کھوٹی	Storey	منزل
Church	گر جاگھر	Cupola	گنبد
Corbel	گھوڑیا	Platform	چوہترہ
Cesspool	چھتچہ	Aviary	چڑیاخانہ
Lime	چوٹا	Door frame	چوکھٹ
Bar	چھڑ	Roof	چھت
Shed	چھتر	Lattice	جالی (پتھر کی)
Chain	زنجیر	Cottage	جھروکا
Railing	ڈنڈہرا	Step	زینہ (سیڑھی کا)
Ante chamber	دلیز	Cell	تہ خانہ
Door	دروازہ	Healthy	تندرست
Hiccup	پھکی	Cholera	ہیضہ
		Consumption	تپ دق

### تضاد یا ضد الفاظ

#### (Antonyms or words of opposite meaning)

الفاظ کے تضاد یا ضد الفاظ معلوم کرنا زبان کے اضافے کے لئے بڑا آرم ہے۔ آپ اس طرح بڑی آسانی سے اپنا لفظی علم میں اضافہ کر سکتے ہیں۔ چند الفاظ میں Prefix (سابقہ) بدلنے سے ضد لفظ بن جاتے ہیں۔ ذیل میں چند لفظ دیئے گئے ہیں۔

الفاظ	تلفظ	معنی	ضد الفاظ	تلفظ	معنی
words	pronunciation	meanings	opposite words	pronunciation	meaning
Ability	ابیلیٹی	قابلیت	Inability	ان ابیلیٹی	باقابلیت
Happy	ہپی	خوش	Unhappy	آن ہپی	ناخوش
Import	امپورٹ	درآمد	Export	ایکسپورٹ	برآمد
Interior	انٹیریئر	اندرونی	Exterior	ایکسٹیریئر	باہری
Include	انکلوڈ	شامل کرنا	Exclude	ایکسکلوڈ	زکالنا
Junior	جونئیر	نائب۔ چھوٹا	Senior	سینئر	بڑا۔ اعلیٰ
Majority	میجورٹی	اکثریت	Minority	مینارٹی	اقلیت
Optimist	آپٹی میسٹ	باامید	Pessimist	پیسیمیسٹ	ناامید
Superior	سوپیریئر	عمدہ	Inferior	انفیریئر	گھٹیا
Above	ایبو	اوپر	Below	بیلو	نیچے
Accept	ایکسپٹ	منظور کرنا	Refuse	ریفیوز	انکار کرنا
Ancient	انٹینٹ	قدیم	Modern	ماڈرن	جدید

Agree	ایگری	راضی ہونا	Differ	ڈیفر	مختلف ہونا
Alive	الائیو	زندہ	Dead	ڈیڈ	مردہ
Admire	ایڈمائر	تعریف کرنا	Despise	ڈسپائز	برائی کرنا
Barren	بیرن	بخر	Fertile	فرٹائل	زرخیز
Big	بگ	بڑا	Small	اسمال	چھوٹا
Blunt	بلنٹ	گند	Sharp	شارپ	تیز
Bold	بولڈ	بہادر	Timid	ٹیمڈ	ڈرپوک
Bright	براٹ	چمکدار	Dim	ڈیم	دُھندلا
Broad	براڈ	چوڑا	Narrow	نیرو	تنگ
Civilised	سیویلائزڈ	بادب	Savage	سیویج	بے ادب
Care	کیئر	دیکھ بھال	Barbaric	باربرک	لا پرواہی
Clean	کلیین	صاف صاف	Neglect	نگلیکٹ	گندا
Confess	کنفیس	قبول کرنا	Dirty	ڈرٹی	منع کرنا
Cool	کول	ٹھنڈا	Deny	ڈنائی	گرم
Cruel	کرویئل	ظالم	Warm	وارم	رحم دل
			Merciful	مرسیپھول	
			Kind	کاینڈ	
Domestic	ڈومیٹک	پالتو	Wild	وائلڈ	جنگلی
Difficult	ڈیفیکلٹ	مشکل	Easy	ایسی	آسان
Danger	ڈینجر	خطرہ	Safety	سیفٹی	حفاظت
Dark	ڈارک	تاریکی	Bright	براٹ	اُجالا
Death	ڈیتھ	موت	Birth	برتھ	پیدائش
Debit	ڈیبٹ	ادھار کھاتہ	Credit	کریڈٹ	جمع کھاتہ
Early	ایرلی	جلدی	Late	لیٹ	تاخیر
Earn	آرن	کمانا	Spend	اسپینڈ	خرچ کرنا
Empty	ایمپٹی	خالی	Full	فل	بھرا لبریز
Enjoy	اینجائی	مزے منانا	Suffer	سفر	تکلیف اٹھانا
Freedom	فریڈم	آزادی	Slavery	سلوری	غلام
Fierce	فیرس	بے رحم	Gentle	جینٹل	شریف
False	فالس	جھوٹا	True	ٹرو	سچا
Fat	فٹ	موٹا	Thin	تھن	پتلا
Fine	فائن	عمدہ	Coarse	کورس	گھٹیا
Foolish	فولش	بے وقوف	Wise	وائج	عقلمند
Fresh	فریش	تازہ	Stole	اسٹیل	باسی

Fear	فینر	ڈر	Courage	کریج	ہمت
Guilty	گلتی	مُرم	Innocent	اِنوسینٹ	بے قصور
Gain	گین	نفع	Loss	لاس	نقصان
Good	گڈ	اچھا	Bad	بیڈ	برا
Guide	گائیڈ	راہبر	Misguide	مِس گائیڈ	راہزن
Handsome	ہنڈسم	خوبصورت	Ugly	اگلی	بدصورت
High	ہائی	اُونچا	Low	لو	نیچا
Humble	ہمبل	عاجز	Proud/arrogant	پروڈراریروگینٹ	مضوڈر
Honour	آزر	احترام	Dishonour	ڈس آزر	توہین
Joy	جائے	مسرت	Sorrow	سارو	رنج
Kind	کائنڈ	رحم دل	Cruel	گراں	سنگ دل
Lie	لائڈ	جھوٹ	Truth	ٹرتھ	سچ
Little	لیٹل	قلیل	Much	مچ	زیادہ
Masculine	میسکولین	مذکر (نر)	Feminine	فیمینین (مادا)	مؤنث
Make	میک	تخلیق کرنا	Mar-Break	توڑنا- بریک	توڑنا- بریک
Natural	نچرل	قدرتی	Artificial	آرٹیفیشل	بناوٹی
Noise	نوج	شور	Silence	سائیلنس	خاموش
Oral	اُورل	زبانی	Written	رٹین	تحریری
Pride/arragance	پرائڈ	غرور	Humility	ہیومیلیٹی	عاجزی
Presence	پریزنس	حاضری	Absence	ابسینس	غیرحاضری
Profit	پرافٹ	نفع	Loss	لاس	نقصان
Prose	پروز	نثر	Poetry	پوٹری	نظم
Quick	کویک	جلدی	Slow	سلو	دھیرے
Receive	رسیو	حاصل کرنا	Give	گیو	عطا کرنا
Reject	ریجیکٹ	نامنصور کرنا	Accept	اکیسپٹ	منصور
Ripe	رائپ	پکا ہوا	Raw	را	کچا
Rough	رف	کھردرا	Smooth	اسموٹھ	چکنا
Remember	ریممبر	یاد کرنا	Forget	فارگیٹ	بھولنا
Rich	ریچ	مالدار	Poor	پوور	مفلس
Superior	سوپیریئر	عمدہ	Inferior	انفیریئر	گھٹیا
Thick	تھک	موٹا	Thin	تھن	ڈبلا

Tragedy	ٹریجڈی	غمی۔ صدمہ	Comedy	کامیڈی	مزاق
Universal	یونیورسل	عوامی	Particular	پرنکیولر	ذاتی
Victory	وِکٹوری	فتح	Defeat	ڈفیٹ	ہار
Wild	وائلڈ	جنگلی	Tome/domestic	ٹیم رڈومیٹک	پالتو
Weak	ویک	کمزور	Strong	اسٹرونگ	مضبوط
Wisdom	وسڈم	عقلند	Folly	فولی	بے وقوفی
Youth	یوتھ	جوان	Aged	اسجیڈ	ادھیڑ

### فرہنگ فہرست الفاظ

#### (Words of Common Usage in Everyday Life)

مہمان	Guest	گیسٹ
استاد	Teacher	ٹیچر
والدہ	Mother	مدد
کراستیدار	Tenant	ٹینیٹ
شریک حیات	Mistress	میسٹریس
نصیحت کرنے والا	Preceptor	پریسپٹر
خریدار	Customer	کسٹمر
چاچا	Uncle	آنکل
چاچی	Aunt	آنٹ
زمیدار	Land Lord	لینڈ لارڈ
دیورانی۔ جیٹھانی۔ سالی	Sister-in-law	سسٹر ان لاء
گودلی لڑکی	Adopted Daughter	ایڈاپٹڈ ڈاٹر
گودلیا لڑکا	Adopted Son	ایڈاپٹڈ سن
دادا	Grand Father	گرینڈ فادر
دادی	Grand Mother	گرینڈ مدر
داماد	Son - in - law	سن ان لاء
دوست	Friend	فرینڈ
نانا	Maternal Grand Father	میشنل گرینڈ فادر
نانی	Maternal Grand Mother	میشنل گرینڈ مدر



شوہر کا وند	Husband	ہسبند
بیوی اہلیہ	Wife	وائف
بہو	Daughter-in-law	ڈاٹر-ان-لا
والد	Father	فادر
فرزند۔ صاحبزادہ	Son	سن
دختر۔ صاحبزادی	Daughter	ڈاٹر
محبت اُنس	Love effection	لوو افیکشن
عاشق	Lover	لور
ہمسیرہ	Sister	سسٹر
بہنوئی	Brother-in-law	بردر-ان-لا
بھانجا۔ بھتیجا	Nephew	نیفیو
بھانجی۔ بھتیجی	Niece	نیس
بھائی	Brother	بردر
بامو۔ ماما	Maternal Uncle	میٹرنل انکل
مامی۔ ممانی	Maternal Aunt	میٹرنل آئنٹ
مُوکل	Client	کلائنٹ
خالا	Mother's Sister	مدرس سسٹر
رکھیل	Concubine, keep mistress	کوکیو بان رکپ مسٹریس
مریض	Patient	پیٹینٹ
وارث	Heir	ایئر
شاگرد	Pupil	پیوپل
قربی	Own	اؤن
سسٹر	Father-in-law	فادر-ان-لا
ساس	Mother-in-law	مدر-ان-لا
رشتہ	Relation	ریشن
رشتہ دار	Relative	رلیٹیو
سوتیلی لڑکی	Step Daughter	اسٹیپ ڈاٹر
سوتیلا لڑکا	Step Son	اسٹیپ سن
سوتیلے والد	Step Father	اسٹیپ فادر
سوتیلی بہن	Step Sister	اسٹیپ سسٹر
سوتیلا بھائی	Step Brother	اسٹیپ بردر

## غذائی اشیاء Foods

اچار	Pickle	پیکل
اناج، دانہ	Grain	گرین
ارہر	Pigeon Pea	پچن پی
اراروٹ	Arrowroot	ایروروٹ
آٹا	Flour	فلور
ایلائیچیدانہ	Comfit	کامفیٹ
اژد	Phaseolies Mungo	فیسولیو لیز منگو
شوربا	Curry	کری
تہوہ	Coffee	کافی
تیما	Mince meat	منسڈ میٹ
کولفی	Ice-Crem	کولفی۔ آئس کریم
گوار	Cluster bean	کلسٹر بین
گیہو۔ گندم	Wheat	ویٹ
گھی	Clarified butter	گھی۔ کلیریفائیڈ بٹر
گول مٹر	Field Pea	فیلڈ پی
چٹنی	Sauce	ساس
چپاتی	Chapati	چپاتی
چاول	Rice	رائس
چائے	Tea	ٹی
چڑوا	Beaten Paddy	بیٹن پیڈی
چینی۔ شکر	Sugar	شوگر
چوکر	Bran	برین
چھنا	Cheese	چیز
جوار۔ باجرا۔ وغیرہ موٹا اناج	Millet	ملٹ
ناشتہ	Snacks	اسٹیکس

جئی	Oat	اوٹ
جئی کا آنا	Oat meal	اوٹ میل
جو	Barley	بارلے
جوار۔ چولم	Great Millet	گریٹ ملیٹ
جوس۔ شوربا۔ عرق	Broth	براتھ
ترکاری۔ سبزی	Vegetable	ویجیٹبل
تل	Sesame	سیسم
تیل	Oil	آیل
دلیا	Gruel	گروئیل
دہی	Curd	کرڈ
دال	Pulse	پلس
دوپہر کا طعام	Lunch	لنچ
دودھ	Milk	میلک
دھان چاول	Paddy	پیڈی
ٹماٹر کی چٹنی	Tomato ketchup/Sauce	ٹومیٹو کچپ رساس
پنیر	Cheese	چیز
پاؤ روٹی	Loaf	لوف
پاپی	Poppy	پاپی
ببول کا گوند	Gum acacia	گم اکیسیا
برف	Ice	آئس
باجرا	Pearl Millet	پرل ملیٹ
بسکٹ	Biscuit	بسکٹ
بھٹھا	Corn-ear	کارن ایئر
دعوت	Feast	فیسٹ
کھانا طعام	Food	فوڈ
مکی	Maize	میز
مکھن	Butter	بٹر
مٹر	Pea	پی
مٹھا	Whey	وہے

بالائی	Cream	کریم
مسور	Lentil	لینٹل
گوشت	Meat	میٹ
(گائے کا) گوشت	Beef	بیف
(بکرے کا) گوشت	Mutton	مٹن
(خنزیر کا) گوشت	Pork	پورک
مٹھائی	Sweet meat	سویٹ میٹ
مشری	Sugar candy	شوگر کینڈی
مُربہ	Murabba	کنسرو۔ conserve۔ مُربہ
مُمرّا	Puffed rice	پفڈ رائس
موگ	Kidney-bean	کڈنی بین
میدا	Maida	میدا
موٹھی	Buck Wheat	بگ وہیٹ
رائی۔ سرسو	Mustard	مسٹرڈ
رات کا کھانا	Dinner	ڈنر
ارنڈی	Costor Seed	کسٹر سیڈ
روٹی۔ ڈبلروٹی	Bread	بریڈ
شکر کا ڈالہ	Loaf-Sugar	لیف شوگر
شربت	Syrup	سیرپ
شیرا۔ چاشنی	Treacle	ٹریکل
شراب	Wine	وائن
شہد	Honey	ہنی
سرسو	Mustard	مسٹرڈ
سرقہ	Vinegar	وینگر
سُوجی	Semoline	سےمولینا
سفید سرسو	White Mustard	وائٹ، مسٹرڈ
	مسالہ	
	Spices	
اگر۔ مُسیر	Aloe	ایلو
آجمودا یا خراسانی اجوائن	Parsley	پارسلے

اجوائن	Caraway	کیراؤے
اجوائن کاسٹ	Thymot	تھائم
ادرک	Ginger	جنجر
السی	Linseed	لنسیڈ
آنول	Phyllanthus emblica	فیلین تھسن ایکبک
ایلاچی	Cardamon	کارڈامم
کتھا	Catechu	کٹیچو
کپور	Camphor	کیمفر
کھمی شورا	Nitre	نائٹر
کلونجی	Nigella	نانجیلہ
کستوری	Musk	مسک
کسیس	Vitriot	وٹریاکل
سیاہ مرچ	Black pepper	بلیک پیپر
کوٹ فکری	Psuedo Alum	سٹیوڈو الیم
زعفران	Saffron	سیفران
کوکین	Cocain	کوکین
خمیر	Yeast	پیسٹ
خضس	Poppy seed	پاپی سیڈ
چندن	Sandal	سندل
چیراتا	Chirata	چیراتا
جانفل	Nutmeg	نٹمگ
جاوتری	Mace	میس
زیرا	Cumin seed	کمن سیڈ
تلی	Niger	نجر
ٹلسی	Basil (Sacred basil)	بیسل
تچپان - تیزپان	Cassia	کیسیا
داجینی	Cinnamón	سینامن
دھنیا	Coriander Seed	کورینڈر سیڈ
نون - نمک	Salt	سالٹ
پودینہ کاسٹ	Menthol	مینٹھال

مجیھا	Indian Madder	انڈین میڈر
ماجوفل	Gallnut	گیل نٹ
مرچ۔ قلفل	Red papper, chilli	ریڈ پیپر چلیس
ملکٹھی	Liquarice	لکرائس
لونگ	Clove	گلوو
شردزعفران	Madow saffron	میڈو سعفران
سیقا قائی	Origanum	آرگیگنم
شورا	Saltpetre	سالٹ پیٹر
سچی خار	Alkali	الکلی
سفیدا	Litharge	لیتھارج
زعفرانی	Pistil	پسٹل
سوپاری	Batelnut	بیٹل نٹ
ستا	Senna	سینا
سونٹھ	Dry Ginger	ڈرائے جینجر
سابودانہ	Sago	ساگو
ہلدی	Turmeric	ٹرمرک
ہڑ	Myrabalan	مازابالن
ہینگ	Asofoetide	ایسفوئیڈکا

### پھول - پھل - میوے اور سبزییاں

#### Flowers , Fruits , Dry Fruits & Vegetable

اخروٹ	Chestnut	چیسٹ نٹ
ادرک	Ginger	جینجر
انتاس	Pineapple	پائن اپل
انار	Pomergranate	پامیگرینیٹ
امرود	Guava	گوواوا
انگور	Grape	گریپ
انجیر	Fig	فگ
آم	Mango	مینگو
آڈو	Peach	پیچ
آلو	Potato	پوٹیٹو

آلو بخارا	Bokhara Plum	بوکارا پلم
املی	Tamarind	ٹارمک
انج	Sugarcane	شوگر کین
کھیرا۔ ککڑی	Cucumber	کوکنمبر
کٹھل	Jack Fruit	جیک فروٹ
کدو	Pumkin	پمکن
کرکھ	Carambola	کیرمبولہ
کنیر	Oleander	اولینڈر
کمل	Lotus	لوٹس
کوموڈنی۔ کملنی	Lily	لیلی
کریلہ	Bitter Gourd	بیٹر گورڈ
کاجو	Cashewnut	گیشیونٹ
کاشیپھل	Red pumkin gourd	ریڈ پمکن گورڈ
ککش	Currant	کرینٹ
مشروم۔ کوکورمٹا	Mushroom	مشروم
کیوڑا۔ کیکی	Pandanus	پنڈانس
کیلا۔ موز	Banana	بنانا
کوہڑا نوڈ	Cucurbit gourd	کوکر بیٹ گورڈ
کھجور	Date	ڈیٹ
کھر بوزہ	Musk Melon	مسک ملن
لیمو۔ نیبو	Lime	لائم
چیری	Sour cherry	ساور چیری
خوبانی۔ مشمش	Apricot	اپریکورت
چکوٹرا۔ نارنج	Citron	سٹران
گاجر	Carrot	کیرٹ
کرم کلمہ۔ کرنب	Cabbage	کیرٹ
گلاودی	Chrysanthemum	کریٹھم
گلمہندی	Touch-me-not	ٹچ۔ می۔ ناٹ
گلبہار	Daisy	ڈیزی
گلاب	Rose	روز
گولر ڈوڈ	Boll	بال
گیندا	Merigold	میریگولڈ
گھاس غشب	Grass	گراس

گھیا۔ خرائی	Laffa	لُوفَا
گھوں۔ یا۔ اربی	Colocesia antiquarum	کولاسیسیا اینٹکوورم
چچنڈا	Snake gourd	اسنیک گورڈ
جمیلی	Jasmine	جیسمن
چمپا	Mangolia	مینگولیا
چکنی توری	Luffa gourd	لُوفَا گورڈ
چلغوزہ	Pinus Gerardiana	پائنس گیرڈیانا
چکاو	Sapodilla	سپولڈا
چکندر	Sugar beet	شوگر بیٹ
چولائی	Amaranthus	امرنیتھس
زمین کند	Amorphaphallus campanulatus	ایمورفوفالس کیمپانولٹس
جنگلی سیب	Crab apple	کریب اپپل
جنگلی چولائی	Prickly Amaranth	پریکلی ایمارنٹھ
جاپانی آلوچہ	Japanese plum	جپینیز پلم
جاس	Black berry	بلیک بیر
زیتون	Olive	آلیو
تمباکو۔ تمباک	Tobacco	ٹوبیکو
تریوزہ	Water Melon	واٹر میلن
داخ	Currant	کریئنٹ
دھتورا	Belladonna	بولادونا
دھنیا۔ کپریڈہ	Coriander	کورینڈر
زرگس	Narcissus	نارسیسس
ناگ فنی	Prickly perar	پریکلی پیئر
ناگ بھیکا	Cobra flower	کوبرا فلاور
ناریل	Coconut	کوکونٹ

### تجارت اور پیشہ کاروبار

### Profession and Occupations

اخبار والا	Newspaper vendor	نیوز پیپر وینڈر
معلم۔ استاد	Teacher	ٹیچر
مهندس۔ انجینئر	Engineer	انجینئر
گوالہ	Milkman	میلکمین



گوالین	Milkmaid	ملکمیڈ
دو ابنانے والا	Compunder	کمپاؤنڈر
ناول لکھنے والا۔ افسانہ نگار	Novelist	ناولیسٹ
شاعر	Poet	پوئیٹ
قصائی	Butcher	بوچر
فن کار	Artist	آرٹسٹ
ہنرمند	Artisan	آرٹیزن
کارڈرائیور	Chauffeur	شافر
کاشت کار	Farmer	فارمر
کھپار	Potter	پوٹر
گنچڑا	Green vender	گرین وینڈر
قٹی	Coolie	کولی
کوچ وان	Coachman	کوچمین
خزانی	Treasurer	ٹریزورر
خرادنے والا	Turner	ٹرنر
کھدرا فروش	Retailer	ریٹیلر
مضمون نگار	Prose writer	پروزرائٹ
گندھی	Perfumer	پرفیومر
گاڑی وان	Coachman	کوچمین
چپراسی	Peon	پیون
مصنف	Author	آتھر
مُصویر	Artist-Painter	آرٹسٹ۔ پینٹر
چچک کے ٹیکے لگانے والا	Vaccinator	وائیکسینیٹر
چوکیدار	Watchman	واچ مین
بزاح	Surgeon	سرجن
زمیندار	Landlord	لینڈلارڈ
جادوگر	Magician	میزیشن
جلد ساز	Book binder	بک بانڈر
جوڑا ہا	Weaver	ویور
موچی۔ جوڑتا بنانے والا	Shoemaker	شو میکر

جوہری	Jeweller	جوئیر
ٹائپ لگانے والا	Compositor	کمپوزیٹر
کسیرے۔ ٹھٹھرا	Brasier	بریسیر
ٹھیکے دار۔ مکافل	Contractor	کانتراکٹر
دکتر۔ طبیب۔ معالج	Doctor	ڈاکٹر
ڈاکہ	Postman	پوسٹ مین
تبلچی	Table player	تبلہ پلیئر
تنبولی	Betel seller	بتیل سیکر
تیلی	Oilman	آئل مین
درزی	Tailor	ٹیلر
دلال	Broker	بروکر
اتار۔ دواساز	Druggist	کیسٹ chemist ڈرگسٹ
دکتر۔ سن	Dentist	منڈوائف
دکان دار	Shopkeeper	شاپ کیپر
قاصد	Massenger	میسینجر
نمرضہ۔ نرس	Nurse	نرس
دھونیا	Carder	کارڈر
دھوبی رختسال	Washerman	واشر مین
دھوبی رختسالہ	Washerwoman	واشر و مین
نقصانویس	Draftsman	ڈرافٹس مین
رقاصی۔ ناچنے والا	Dancer	ڈانسر
درآمد باز	Dramatist	ڈرامیٹسٹ
نانائی۔ خباز	Baker	بیکر
جانچنے والا۔ افسر معاہدہ	Inspector	انسپیکٹر
نیلام کرنے والا	Auctioneer	آکشنیر
ممتحن	Examiner	ایگزامینر
مولوی۔ عبادت گزار	Priest	پریسٹ
پلیس کاسپاہی	Constable	کانسٹیبل
ناشر	Publisher	پبلشر

ناظم	Manager	منیجر
فہری والا۔ بیاع محمول	Hawker	ہاکر
مصوّر۔ تصویر کش	Photographer	فوٹوگرافر
نجار۔ بڑھی	Carpenter	کارپینٹر
بڑاز۔ کپڑا فروش	Draper	ڈریپر
گاڑی بان۔ عربچی	Conductor	کنڈکٹر
داند یا بیج فروش	Seedsman	سیڈسمین
جمع خور	Butter	بٹلر
سٹاک۔ مچھلی فروش	Fisher man	فشرمین
فراش	Cleaner	کلینر
کشتی بان۔ مراکنبی	Boatman	بوٹمین
سقا۔ بھشتی	Water carrier	واٹر کیئریر
مالک جاکداد	Proprietor	پروپرائٹر
باغبان۔ بستانے جتائی	Gardener	گارڈنر
بینا کار	Enamaller	اینملر
مستری	Mechanic	میکینک
سمسار۔ دلال	Agent	ایجنٹ
طابع۔ چھاپنے والا	Printer	پرنٹر
منشی۔ کلرک	Clerk	کلرک
کتاس۔ بھنگی	Sweeper	سوپیپر
موچی۔ اسکاف۔ خضاف	Cobbler	کوبلر
دواساز۔ اجزائی۔ عطار	Chemist	کیسٹ
باورچی۔ طبّاخ	Cook	کوک
معمار۔ بنا عہ	Mason	میسن
خزانی	Politician	پولیشنین
کمساری۔ ٹی۔ ٹی۔ ای	Train ticket examiner	ٹرین ٹکٹ اگزامینر

روشنائی والا	Inkman	انکمین
رنگ ساز۔ مصور	Painter	پینٹر
رنگ ریز۔ صباغ	Dyer	ڈایئر
کاتب۔ محیر	Writer	رائٹر
لوہار۔ محیر	Black smith	بلیک اسمتھ
وکیل۔ افو کاتو	Advocate	ایڈوکیٹ
ڈاکٹر۔ طبیب	Physician	فرشین
فن کار	Artisan	آرٹیزن
جراح	Surgeon	سرجن
استاد۔ معلم	Teacher	ٹچر
شیشہ گر	Glazier	گلینزر
موسیقی کار	Musician	میوزیشن
سائیس	Groom	گروم
صفائی۔ کتاس۔ داروغہ	Sanitary Inspector	سینیری اینسپیکٹر
سنا۔ صانع	Gold Smith	گولڈ اسمتھ
فروش	Merchant	مرچینٹ
سنگتراں۔ حجار	Sculptor	اسکلپٹر
ناشر۔ مدیر	Editor	ایڈیٹر
نائی	Barber	باربر
حلوائی	Confectioner	کنفیکشنر Halwai۔
بیرا۔ حامل رافع	Waiter	ویٹر

### حیوانات (جانور) اور انکے حصے

اؤنٹ	Camel	کیمل	کتوری مرغ	Muskdeer	مسک ڈیر
کنگارو	Kangaroo	کنگارو	کتا	Dog	ڈاگ
کتیا	Bitch	بچ	مچل	Mule	میول
خرگوش	Rabbit	ریبٹ	خرہا	Hare	ہیر

کھڑ-شف	Hoof	ہوؤف	گدھا۔ جمار	Ass	اٹس
گائے۔ بقرہ	Cow	کاو	گلہری۔ فودان	Squirrel	سکورل
گینڈا	Rhinoceros	رہنوسیرس	گورخر	Zebra	زیبرا
گھوڑا	Horse	ہارس	فرس۔ گھوڑی	Mare	میر
طفل فرس	Colt	کولٹ	چپتا	Panther	پنٹھر
چیونٹی خور	Ant eater	اینٹ ایٹر	موسی	Mouse	ماؤس
چھوٹا موند	Mole	مول	جنگلی	Boar	بوز
جراف	Giraffe	جراف	جھبراکتا۔ کلب	Spaniel	اسپینیل
ٹو	Pony	پونی	نمیر۔ تیندوا	Leopard	لیسرڈ
ٹیولا	Mongoose	مونگوز	ڈم	Tail	ٹیل
جانور	Beast	بیسٹ	پنچہ	Claw	کلا
تولید سائڈ	Sire	سایر	طفل کلب۔ پلا	Puppy	پپی
بکری	He goat	ہی گوٹ	بکری	She goat	شی گوٹ
بکری کا طفل	Kid	کڈ	غیل۔ بچھڑا	Calf	کاف
غجلہ۔ بچھڑی	She calf	شی کاف	گر بہ۔ ہرہ۔ تلی	Cat	کیٹ
طفل حرہ۔ گر بہ۔ کابچہ	Kitten	کٹن	بوزینہ	Monkey	منکی
ڈن مانس	Chimpanzee	چیمپنزی	فھر۔ باگھ	Tiger	ٹائگر
بارہ۔ گتھ	Hind	ہائنڈ	بیل	Ox	آکس
ڈب۔ بھالو۔ ریچھ	Bear	بیر	بھیڑیا	Wolf	ولف
بھیڑ۔ نچہ	Sheep	شیپ	بھیڑیا	Ewe	یو
حمل۔ مینہ	Lamb	لیمب	جاموس۔ بھینسل	Buffalo	بفیلو
میتڈا	Ram	ریم	مینہ	Kid	کڈ
موس۔ چوہا	Rat	ریٹ	ثعلب۔ لومڑی	Fox	فاکس
لکڑ بگتھ	Hyena	ہاینا	لنگور	Ape	ایپ
شکاری کلب۔ کتا	Hound	ہاؤنڈ	سائڈ	Bull	ٹیل
ساہی	Porcupine	پورکیوپائن	سیار	Jackal	جیکال
شیر۔ اسد	Lion	لاین	گپ (pig) سور۔ خنزیر	Swine	سوائن
ہیرن۔ غزال	Deer	ڈیر	ہیرن کابچہ۔ طفل	Fawn	فان
			فیل۔ ہاتھی	Elephant	ایلیفینٹ



*If there is light in the soul,  
There will be beauty in the person.  
If there is beauty in the person,  
There will be harmony in the house.  
If there is harmony in the house,  
There will be order in the nation.  
If there will be order in the nation,  
There will be peace in the world*



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